

PK82

1

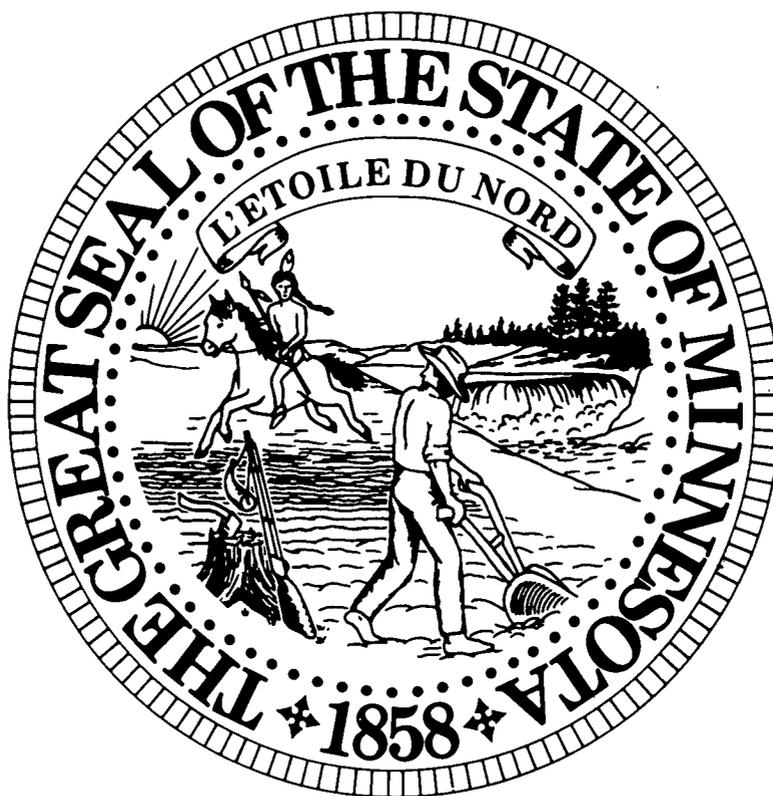
The Minnesota  
**State  
Register**

RECEIVED

Department of Administration—Print Communications Division

FEB 22 1993

LEGISLATIVE REFERENCE LIBRARY  
STATE OFFICE BUILDING  
ST. PAUL, MN 55155



Rules edition  
Published every Monday  
(Tuesday if Monday is a holiday)

**Monday 22 February 1993**  
**Volume 17, Number 34**  
**Pages 2033-2080**

# State Register

## Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional, technical and consulting contracts, non-state bids and public contracts, contract awards, grants, and a monthly calendar of cases to be heard by the state supreme court.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals, including printing bids.

### Printing Schedule and Submission Deadlines

Vol. 17 Issue Number	*Submission deadline for Adopted and Proposed Rules, Commissioners' Orders**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
34	Monday 8 February	Friday 12 February	Monday 22 February
35	Friday 12 February	Monday 22 February	Monday 1 March
36	Monday 22 February	Monday 1 March	Monday 8 March
37	Monday 1 March	Monday 8 March	Monday 15 March

\*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

\*\*Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the *State Register* editorial offices, 117 University Ave., St. Paul, Minnesota 55155, (612) 297-7963, TDD (Minnesota Relay Service), Metro Area (612) 297-5353, Greater MN 1-800-627-3529.

The *State Register* is published every Monday (Tuesday when Monday is a holiday) by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to *Minnesota Statutes* § 14.46. A *State Register Contracts Supplement* is published every Tuesday, Wednesday and Friday. The Monday edition is the vehicle for conveying all information about state agency rulemaking, including official notices; hearing notices; proposed, adopted and emergency rules. It also contains executive orders of the governor; commissioners' orders; state contracts and advertised bids; professional, technical and consulting contracts; non-state public contracts; state grants; decisions of the supreme court; a monthly calendar of scheduled cases before the supreme court; and other announcements. The *State Register Contracts Supplement* contains additional state contracts and advertised bids.

In accordance with expressed legislative intent that the *State Register* be self-supporting, the following subscription rates have been established: the Monday edition costs \$150.00 per year and includes an index issue published in August (single issues are available at the address listed above for \$3.50 per copy); the combined four editions cost \$195.00 (subscriptions are not available for just the *Contracts Supplement*); trial subscriptions are available for \$60.00, includes four editions, last for 13 weeks, and may be converted to a full subscription anytime by making up the price difference. No refunds will be made in the event of subscription cancellation.

Both editions are delivered postpaid to points in the United States, second class postage paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. Publication Number 326630 (ISSN 0146-7751).

Subscribers who do not receive a copy of an issue should notify the *State Register* circulation manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

**Arne H. Carlson, Governor**

**Dana B. Badgerow, Commissioner  
Department of Administration**

**Kathi Lynch, Director**

**Print Communications Division**

**Debbie George, Circulation Manager**

**Jane E. Schmidley, Acting Editor**

**612/297-7963**

## FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

### SENATE

**Briefly-Preview**—Senate news and committee calendar; published weekly during legislative sessions.

**Perspectives**—Publication about the Senate.

**Session Review**—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office  
Room 231 State Capitol, St. Paul, MN 55155  
(612) 296-0504

### HOUSE

**Session Weekly**—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

**This Week**—weekly interim bulletin of the House.

**Session Summary**—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office  
Room 175 State Office Building, St. Paul, MN 55155  
(612) 296-2146

# Contents

## **Minnesota Rules: Amendments & Additions**

Issue 34 inclusive (issues #1-26 appeared in #26) . . . . . 2036

## **Proposed Rules**

### **Commerce Department**

Liquor liability assigned risk plan . . . . . 2037

## **Adopted Rules**

### **Health Department**

Infectious waste . . . . . 2041

### **Human Services**

Hearing aid services . . . . . 2042

## **Revenue Notices**

### **Revenue Department**

Notice #93-7: sales and use tax—meals served by airlines . . . . . 2043

Notice #93-8: property tax refunds and relative—homesteads . . . . . 2044

Notice #93-9: sales and use tax—goods for business use outside Minnesota . . . . . 2044

## **Official Notices**

### **Commerce Department**

Uniform conveyancing rules . . . . . 2045

### **Ethical Practices Board**

Campaign finance disclosure . . . . . 2045

### **Human Services Department**

Notice of hospital cost index . . . . . 2045

### **Labor and Industry**

Prevailing wage certifications for construction projects . . . . . 2046

### **Minnesota Historical Society**

State Review Board regular meeting . . . . . 2046

### **Minnesota State Agricultural Society**

Minnesota State Fair: rule changes . . . . . 2047

### **Pollution Control Agency**

National Pollutant Discharge Elimination System and State Disposal System Permit Program . . . . . 2055

### **Public Safety Department**

Emergency Response Commission: announcement of vacancies on regional review committees . . . . . 2055

Opinions sought regarding development of rule amendments governing school bus driver qualifications . . . . . 2056

## **State Grants**

### **Minnesota Technical College System**

Grants for strategic planning and implementation of technology preparation (Tech Prep) initiatives . . . . . 2056

## **Professional, Technical and Consulting Contracts**

### **Finance Department**

Financial advisor to review outstanding bond issues to determine the potential for refunding . . . . . 2057

### **Labor and Industry Department**

Video on workers' compensation benefits . . . . . 2060

Consulting services sought for the Daedalus Project, a fully integrated electronic information environment . . . . . 2061

Proposals sought for software installation . . . . . 2063

### **Office of Waste Management**

Proposals sought from community groups and units of local government for community-based pollution prevention . . . . . 2064

Proposals sought from business associations and other business groups for pollution prevention assistance . . . . . 2067

### **Public Utilities Commission**

Proposals sought to execute a mailed balloting of all telephone subscribers in specified exchanges . . . . . 2070

### **Revenue Department**

Opinions sought regarding sales and use taxation: transfer of title . . . . . 2070

### **Transportation Department**

Interim solicitation of projects to use enhancements funds . . . . . 2071

## **Non-State Bids & Public Contracts**

### **Metropolitan Transit Commission**

Proposals sought for interior planning services . . . . . 2071

### **Metropolitan Waste Control Commission**

Letters of interest, request for qualification and statement of qualifications sought for phosphorous removal facilities and RBS replacement facilities projects . . . . . 2072

Professional services sought for a variety of projects including fine bubble retrofit, meter improvement etc. . . . . 2072

## **Awards of State Contracts & Advertised Bids**

### **Administration Department**

**Materials Management Division:** Commodities and requisitions awarded . . . . . 2073

**Print Communications Division:** Typesetting, keylining, photo prep and seps, printing, binding, labeling and mailing contracts awarded . . . . . 2078

# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the *State Register*

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

Issue 34 inclusive (issues #1-26 appeared in #26)

### Board of Accountancy

1100.3600 (proposed) ..... 1789

### Agriculture Department

1555.6950 (adopted) ..... 1829

1650.0010; .0020; .0030; .0040; .0045; .0055; .0065;  
.0067; .0070 (adopted) ..... 1878

1650.0030, s.2,3,4; 1650.0050; .0060 (repealed) ..... 1810

### Attorney General

2010.0300; .0400; .0700; .1000; .9910; .9913; .9916;  
.9920; .9930; .9940; .9945; .9946; .9951; .9955; .9960  
(adopted) ..... 1881

### Board of Chiropractic Examiners

2500.0400; .1150; .1500 (adopted) ..... 1711

2500.5000 (adopted) ..... 1711

### Commerce Department

2711.0030; .0070 (adopted) ..... 1791

2783.0060 (proposed) ..... 2037

2808.3000 (adopted) ..... 1790

2820.4005; .4025; .9050; .2955 (adopted) ..... 1829

### Health Department

4610.2300; 4622.0100; .0300; .0400; .0600; .0700;  
4675.2205 (adopted) ..... 2041

4615.0300; .0500; .0600; .0700; .0750; .0760 (adopted) ..... 1758

4615.0755, s.4,7 (repealed) ..... 1758

4655.1110; .1150 (adopted) ..... 1955

4670.1320 (adopted) ..... 1829

4730.1475 (proposed repealer) ..... 1861

4730.1510; .1655; .1691; .1750; .2050; .2150 (proposed) ..... 1853

### Minnesota Housing Finance Agency

4900.3100; .3110; .3120; .3130 (adopted) ..... 1712

4900.3110 s.11 (repealed) ..... 1712

### Labor and Industry

5227.0100; .0110; .0120; .0130 (adopted) ..... 1791

### Mediation Service Bureau

5510.4510; .4520; .4530; .4540; .4550 (proposed) ..... 1954

### Board of Medical Practice

5600.2500 (adopted) ..... 1829

### Natural Resources Department

6268.0010; .0030; .0040 (proposed) ..... 1749

### Pollution Control

7077.0100; .0105; .0111; .0115; .0165; .0167; .0169;  
.0171; .0173; .0175; .0176; .0177; .0179; .0181; .0185;  
.0186; .0187; .0189; .0191; .0195; .0196; .0197; .0272;  
.0274; .0276; .0286; .0290; .0292; .0300; .0310; .0325;  
.0111; .0278; .0280; .0281; .0284; .0288; .0292; .0505;  
.0600; .0610; .0615; .0620; .0625; .0640; .0650; .0700;  
.0705; .0710; .0713; .0720; .0725; .0730; .0735; .0750;  
.0755 (proposed) ..... 1981

7077.0400 as .0111; .0150 as .0272; .0155 as .0275; .0405  
as .0278; .0410 as .0280; .0415 as .0281; .0425 as .0284;  
.0440 as .0288; .0445 as .0292 (proposed renumbering) .... 2006

7077.0105, subparts 4, 16, 20, 21, 22, 23, 33, 34, 35, 36,  
40, 42, and 46; 7077.0110; 7077.0120; 7077.0125; 7077.0130;  
7077.0135; 7077.0140; 7077.0145; 7077.0150, subpart 4;  
7077.0160; 7077.0200; 7077.0205; 7077.0210; 7077.0215;  
7077.0220; 7077.0225; 7077.0230; 7077.0235; 7077.0240;  
7077.0245; 7077.0250; 7077.0255; 7077.0260; 7077.0265;  
7077.0305; 7077.0420; 7077.0430; 7077.0435; 7077.0605;  
7077.0630; 7077.0635; 7077.0645; 7077.0655; 7077.0660;  
and 7077.0705, subparts 5a, 7, 12a, 16, and 18 (repealed) .. 2006

### Public Safety Department

7403.0400; .0600; .0900; .1300; .1400 (adopted) ..... 1892

7520.0650; .1000; .1100 (adopted) ..... 1829

7510.5520; .5530; .5540; .5550; .5570 (adopted) ..... 1830

### Revenue Department

8130.2100 (adopted) ..... 2008

8130.2200 (withdrawn) ..... 1865

8130.4900 (proposed) ..... 1863

8130.6200 (proposed) ..... 1705

8160.0500 (adopted) ..... 1758

**Secretary of State**

8260.0100; .0200; .0300; .0400; .0500 (proposed repealer) . . . 1877  
 8260.0600; .0700; .0800; .0900; .1000; .1100 (proposed) . . . 1866

**Transportation Department**

8820.0100; .2500; .4000; .4010; .4020; .4030; .4040;  
 .4050; .4060; .4070; .4080; .4090; .9980 (proposed) . . . . . 1751

**Human Services Department**

9505.0287 (adopted) . . . . . 2042

9506.0010; .0020; .0030; .0040; .0050; .0060; .0070;  
 .0080; .0090; .0100; .0110 (adopted) . . . . . 1792  
 9543.0100; 9560.0214; .0218; .0220; .0222; .0228;  
 .0230; .0230; .0232 (proposed) . . . . . 1696  
 9560.0214 s.9; .0222 s.9 (proposed repealer) . . . . . 1704  
 9575.0350; .1500 (adopted) . . . . . 1829  
 9585.0010; .0020; .0030; .0040 (proposed) . . . . . 1949

**Proposed Rules**

Pursuant to Minn. Stat. §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

**Department of Commerce**

**Proposed Permanent Rules Relating to Liquor Liability Assigned Risk Rates**

**Dual Notice: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing are Received**

**Introduction.** The Minnesota Department of Commerce intends to adopt permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules within 30 days or by 4:30 p.m. on Tuesday, March 30, 1993, a public hearing will be held on April 27, 1993, at 9:00 a.m. To find out whether the rules will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after March 30, 1993 and before April 27, 1993.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Proposed Rules

---

**Agency Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to:

Donna M. Watz, Staff Attorney  
Department of Commerce  
133 East 7th Street  
St. Paul, Minnesota 55101  
(612) 297-1118

**Subject of Rule and Statutory Authority.** The proposed rules pertain to the rates applicable to minimum coverage under the Liquor Liability Risk Plan. The statutory authority to adopt the rules is 340A.409 subd. 2(h). A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m. on Tuesday, March 30, 1993, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on Tuesday, March 30, 1993. Your written request for a public hearing must include your name, address and telephone number. You are encouraged to identify the portion of the proposed rules which caused your request, the reason for the request, and any changes you want made to the proposed rules. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing.

**Modifications.** The proposed rules may be modified, either as a result of public comments or as a result of the rule hearing process. Modifications must not result in a substantial change in the proposed rules as attached and printed in the *State Register* and must be supported by data and views submitted to the agency or presented at the hearing. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

**Cancellation of Hearing.** The hearing scheduled for April 27, 1993, will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rules. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call Donna Watz at 297-1118 after March 30, 1993 to find out whether the hearing will be held.

**Notice of Hearing.** If 25 or more persons submit written requests for a public hearing on the rules, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.14 to 14.20. The hearing will be held on April 27, 1993, at the Minnesota Department of Commerce, 133 East 7th Street, St. Paul, MN 55101, beginning at 9:00 a.m. and will continue until all interested persons have been heard. The hearing will continue, if necessary, at additional times and places as determined during the hearing by the administrative law judge. The administrative law judge assigned to conduct the hearing is Howard L. Keibel, Jr. Judge Keibel can be reached at 341-7608, at the Office of Administrative Hearings, Suite 1700, 100 Washington Square, Minneapolis, MN 55401.

**Hearing Procedure.** If a hearing is held, you and all interested or affected persons including representatives of associations or other interested groups, will have an opportunity to participate. You may present your view either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should relate to the proposed rules. You may also mail written material to the administrative law judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the administrative law judge at the hearing. Comments received during this period will be available for review at the Office of Administrative Hearings. You and the agency may respond in writing within five business days after the submission period ends to any new information submitted. All written materials and responses submitted to the administrative law judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. No additional evidence may be submitted during the five-day period. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.0200 to 1400.1200 and *Minnesota Statutes*, section 14.14 to 14.20. Questions about procedure may be directed to the administrative law judge.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. Interested parties may obtain one complimentary copy from Donna Watz at the above address. This statement describes the need for and reasonableness of each provision of the proposed rules. It also includes a summary of all the evidence and argument which the agency anticipates presenting at the hearing, if one is held. The statement may also be reviewed and copies obtained at the cost of reproduction from the Office of Administrative Hearings.

**Small Business Considerations.** The effect of these proposed rules on small business has been considered. The agency has determined that these rules will affect small businesses because all businesses currently covered by the Assigned Risk Plan are small businesses. Accordingly, a notice follows advising the small businesses as to that effect. In addition, a copy of this notice has been mailed to every current insured of the Assigned Risk Plan.

The small businesses covered by the Assigned Risk Plan will be affected by the adoption of these rules because of the increase in liquor liability insurance premiums they will incur. Because all of the businesses that will be affected by these rules are small businesses, no undue burden is placed on any one of them and all of the considerations of *Minnesota Statutes*, section 14.115, subdivision 2, have been considered.

**Expenditure of Public Money by Local Public Bodies.** The adoption of these proposed rules will neither require expenditures of public monies nor have any impact on agricultural land; therefore, *Minnesota Statutes*, section 14.11, subdivisions 1 and 2 are inapplicable.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A requires each lobbyist to register with the Ethical Practices Board. Questions regarding this requirement may be directed to the Ethical Practice Board at 625 North Robert Street, St. Paul, MN 55101-2520, (612) 296-5148.

**Adoption Procedure if No Hearing.** If no hearing is required, after the end of the comment period the agency may adopt the rules. The rules and supporting documents will then be submitted to the attorney general for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the rules are submitted to the attorney general or be notified of the attorney general's decision on the rules. If you want to be so notified, or wish to receive a copy of the adopted rules, submit your written request to Donna M. Watz at the address listed above.

**Adoption Procedure After the Hearing.** If a hearing is held, after the close of the hearing record, the administrative law judge will issue a report on the proposed rules. You may request to be notified of the date on which the administrative law judge's report will be available, after which date the agency may not take any final action on the rules for a period of five working days. If you want to be notified about the report, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the administrative law judge. You may also request notification of the date on which the rules are adopted and filed with the Secretary of State. The agency's notice of adoption must be mailed on the same day that the rules are filed. If you want to be notified of the adoption, you may so indicate at the hearing or send a request in writing to the agency contact person at any time prior to the filing of the rules with the Secretary of State.

Bert J. McKasy  
Commissioner of Commerce

**Rules as Proposed**

**2783.0060 RATING PLAN.**

**Rates Applicable To Minimum Coverage Required By *Minnesota Statutes*, Section 340A.409, Subdivision 1**

<b>Assigned Risk Liquor Liability Rates</b>				
<b>Rate For Three or Fewer Incidents</b>				
<b>In The Last Three Years</b>				
<b>Limits</b>	<b>Package Goods</b>	<b>Restaurants</b>	<b>Special Bars</b>	<b>Events</b>
50/100	\$ .34	\$1.17	\$1.70	\$4.00
<b>Rate For More Than Three Incidents</b>				
<b>In The Last Three Years</b>				
<b>Four Incidents</b>				
50/100	\$6.25			

Each incident after the fourth incident will cause the rate charged to be increased by 20 percent over the rate charged for one less incident

The above rates are per \$100 worth of liquor sales.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

# Proposed Rules

## BAR RATE FOR INDICATED NUMBER OF CLAIMS IN THE LAST THREE YEARS

<u>Limits</u> 50/100	0 CLAIMS	\$ 2.00
	1 CLAIM	\$ 3.70
	2 CLAIMS	\$ 5.75
	3 CLAIMS	\$ 7.70
	4 CLAIMS	\$ 9.65
	5 CLAIMS	\$11.60
	6 CLAIMS	\$13.55
	7 CLAIMS	\$15.50
	8 CLAIMS	\$17.40
	9 CLAIMS	\$19.30

	<u>Minimum Premium</u>			
<u>Off Sale</u>	<u>Restaurants</u>	<u>Bars</u>	<u>Special Events</u>	
\$310/year	\$825/year	\$900/year	\$100/day -	
			four days maximum	
			\$500/event -	
			over four days	

### Increased Limits Factors

Note: Increased limits are available through the plan only to vendors who are required to carry increased limits by their local licensing authority. The plan requires that it be provided with a copy of the ordinance at the same time an application is submitted. The factors shown below must be applied to the rates and minimum premiums shown for the applicable classification.

<u>Increased Limits</u>	<u>Factor</u>	<u>Minimum Premium</u>	<u>Over \$2,500 Sales Rate Per 100</u>
100/100/20	2.00	\$200	\$ 8/100
200/200/40	2.50	\$250	\$10/100
300/300/60	3.00	\$300	\$12/100
500/500/100	4.00	\$400	\$16/100

Above limits are stated in thousands.

Premium payment for 50 percent of annual premium for full-time vendors or 100 percent of premium for special events must be received in the assigned risk plan office prior to coverage being bound. The remaining 50 percent of the premium for full-time vendors must be received by the assigned risk plan within 45 days of the effective date of the coverage in order to avoid cancellation.

All policies issued by the assigned risk plan carry a \$300,000 annual aggregate except when limits are increased to \$500,000, the aggregate will be \$500,000.

For purposes of the rating plan, no experience or scheduled credits apply.

A combined bar and package establishment is rated as a bar for purposes of the plan.

A restaurant for purposes of the rating plan is a liquor vendor whose revenue from liquor sales is less than 50 percent of its combined liquor and food sales.

A bar for purposes of the rating plan is a liquor vendor whose revenues from liquor sales is 50 percent or more of its combined liquor and food sales.

~~An incident is either a loss or a violation.~~ A loss and the violation that resulted in that loss are deemed to be one incident for purposes of the rating plan. A loss shall not be considered ~~an incident a claim~~ for purposes of the rating plan if the circumstances which resulted in that loss would not result in a loss at the time of application to the assigned risk plan because state law prohibits recovery by an insurance company against any liquor vendor under subrogation clauses of the uninsured, underinsured, collision, or other first party coverages of a motor vehicle insurance policy as a result of payments made by the company to persons who have claims that arise in whole or in part under *Minnesota Statutes*, section 340A.801. The applicant shall have the burden of proof to establish that a loss which occurred prior to the adoption of *Minnesota Statutes*, section 340A.801, should not be classified as a loss.

The rates charged by the assigned risk plan shall not be deemed to be the maximum rates allowed to be charged for liquor liability insurance in Minnesota.

Upon adoption of this chapter any certificate of coverage previously issued by the assigned risk plan shall be subject to retroactive rebate, dividend, surcharge, or other charge as may be necessitated by the adoption of this rating plan. Premiums for certificates of coverage previously issued shall be determined as if this rating plan were in effect at the time of issuance of the certificate of coverage.

# Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

## Department of Health

### Adopted Permanent Rules Relating to Infectious Waste

The rules proposed and published at *State Register*, Volume 17, Number 17, pages 900-913, October 26, 1992 (17 SR 900), are adopted with the following modifications:

#### Rules as Adopted

#### 4610.2300 SANITARY CONDITION OF FUNERAL ESTABLISHMENTS.

Subp. 3. **Removal of waste.** Refuse, bandages, cotton, and other wastes shall be collected in approved receptacles as provided in the embalming and preparation room. All infectious waste and pathological waste as defined in *Minnesota Statutes*, section 116.76, must be handled in a sanitary manner according to parts 4622.0100 to 4622.1200 and *Minnesota Statutes*, sections 116.76 to 116.83 and ~~145.1621~~. Embalming tables, hoppers, sinks, receptacles, instruments, positioning blocks, and other appliances used in the embalming of dead human bodies shall be thoroughly cleaned immediately upon completion of preparation and embalming. Pathological waste does not include the remains specified in *Minnesota Statutes*, section 145.1621 and such remains must be handled in accordance with that statute.

#### 4622.0100 APPLICABILITY.

Subpart 1. **General.** Parts 4622.0100 to 4622.1200 govern the on-site management of infectious waste and pathological waste and the development of generator management plans. Parts 4622.0100 to 4622.1200 apply to all generators regardless of the quantity of infectious waste and pathological waste generated. Parts 4622.0100 to 4622.1200 must be read in conjunction with *Minnesota Statutes*, sections 116.76 to 116.83. If a facility is a health care facility licensed under *Minnesota Statutes*, sections 144.50 to 144.56 or chapter 144A, but is not a generator as defined in *Minnesota Statutes*, section 116.76, subdivision 9, the facility is not regulated under parts 4622.0100 to 4622.1200.

#### 4622.0300 DEFINITIONS.

Subp. 21. **Pathological waste.** "Pathological waste" has the meaning given in *Minnesota Statutes*, section 116.76, subdivision 14. Pathological waste does not include the remains specified in *Minnesota Statutes*, section 145.1621 and such remains must be handled in accordance with that statute.

#### 4622.0400 GENERAL MANAGEMENT STANDARDS.

Subp. 2. **Employee training.** Employee training must be provided for employees who generate and handle infectious waste or pathological waste. Training must be provided for employees before operating on-site compaction, decontamination, incineration, or disposal systems to assure proper operation, waste treatment, and safety. Employee training must include:

Subp. 5. **Labeling waste.** All bags, boxes, and other containers used for the collection, transportation, or storage of infectious waste or pathological waste on-site must be clearly and conspicuously labeled with the universal biohazard symbol or with the words "Infectious Waste" written in letters no less than one inch in height on a background with contrasting color. If the waste requires labeling under *Code of Federal Regulations*, title 49, section 172.432, relating to the transportation of medical waste, or *Code of Federal Regulations*, title 29, section 1910.1030, relating to bloodborne pathogens, the generator shall comply with the labeling requirements specified in those regulations and compliance shall satisfy the labeling requirements of this subpart except that red bags or red containers alone may not be substituted for labeling. Waste labeled as infectious waste or with the universal biohazard symbol

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

## Adopted Rules

---

---

must be managed as infectious waste. Bags that change color or labels that change during decontamination are acceptable. All removable bags must be labeled as well as outside containers enclosing the bags.

Subp. 6. **Packaging waste.** Packaging must be appropriate for the type of infectious waste and pathological waste generated and the type of handling and treatment anticipated.

C. Decontaminated infectious waste and decontaminated pathological waste must be repackaged or relabeled on-site before it is handled and disposed of as solid waste unless:

- (1) the waste has been shredded or has otherwise been rendered nonrecognizable; or
- (2) there has been a visible change in packaging or labeling.

Subp. 11. **Spill containment, cleanup kit.** Infectious waste and pathological waste must be contained so there is no discharge or release of any waste during collection, storage, decontamination, incineration, or disposal. If a spill occurs on-site, a spill cleanup kit must be readily available on-site that is sufficient to contain the spill.

A. The cleanup kit must include at least:

- (6) appropriate protective clothing, latex and neoprene gloves, a surgical facemask, and goggles.

### 4622.0600 ON-SITE STORAGE.

Subp. 3. **Storage of plastic bags.** Plastic bags of infectious waste and pathological waste must be packaged for storage by placement in corrugated cardboard boxes or equivalent rigid containers such as reusable barrels, cartons, or bins. Containers must be closed or covered, or otherwise managed to preclude losing or spilling the contents and labeled according to part 4622.0400, subpart 5.

### 4622.0700 ON-SITE DECONTAMINATION, INCINERATION, DISPOSAL.

Subp. 10. **Other treatment methods.** Other on-site treatment methods for the decontamination of infectious waste or pathological waste must be reviewed and approved by the commissioner before use. A written request from the generator must be directed to the commissioner.

### 4675.2205 INFECTIOUS WASTE AND PATHOLOGICAL WASTE.

Infectious waste and pathological waste as defined in *Minnesota Statutes*, section 116.76, must be managed according to *Minnesota Statutes*, sections 116.76 to 116.83 ~~and 145.1621~~ and parts 4622.0100 to 4622.1200. Pathological waste does not include the remains specified in *Minnesota Statutes*, section 145.1621 and such remains must be handled in accordance with that statute.

## Department of Human Services

### Adopted Permanent Rules Relating to Hearing Aid Services

The rules proposed and published at *State Register*, Volume 17, Number 16, pages 842-847, October 19, 1992 (17 SR 842), are adopted with the following modifications:

#### Rules as Adopted

#### 9505.0287 HEARING AID SERVICES.

Subpart 1. **Definitions.** The terms used in this part have the meanings given them.

E. "Hearing aid services provider" means a person ~~who is registered with the commissioner of health as a hearing instrument dispenser or an audiologist or otolaryngologist~~ who has a permit from the commissioner of health as a seller of hearing instruments and, when applicable, meets the specific state licensure and registration requirements of the commissioner of health for the hearing aid services the person provides. A hearing aid services provider who is not an audiologist or an otolaryngologist must not perform an audiologic evaluation.

F. "Hearing aid services" means the services provided by a hearing aid services provider that are necessary to dispense hearing aids and provide hearing aid accessories and repairs.

G. "Otolaryngologist" means a physician specializing in diseases of the ear and larynx who is board eligible or board certified by the American Board of Otolaryngology.

Subp. 2. **Covered hearing aid services.** To be eligible for medical assistance payment, the hearing aid services must meet the requirements of items A to E and the other requirements of this part.

E. The audiologist or otolaryngologist must inform the recipient of the need to schedule a follow-up visit and must request that the recipient schedule a follow-up visit to determine the effectiveness of the hearing aid within 30 days of providing the aid or

within the time period specified in the contract obtained through the competitive bidding process under part 9505.0200, whichever is longer.

Subp. 5. **Hearing aid services provider payment.** A hearing aid services provider must receive one payment for fitting a new hearing aid for a recipient plus providing at least three batteries of the type necessary to operate the hearing aid. A hearing aid services provider must not request payment until after the hearing aid is dispensed. The payment also covers the following hearing aid services during the hearing aid warranty period:

Subp. 7. **Hearing aid services to resident of long-term care facility.** For a resident of a long-term care facility to be eligible for medical assistance payment, the resident's hearing aid services must result from:

A. a request by the recipient;

B. a referral by a registered nurse or licensed practical nurse, or consulting nurse who is employed by the long-term care facility; or

C. a referral by the recipient's family, guardian, or attending physician.

For purposes of this subpart, "long-term care facility" means a residential facility certified by the Department of Health as a nursing facility or an intermediate care facility for the mentally retarded.

Subp. 8. **Other covered hearing aid services.** Medical assistance payment is also available to pay for the hearing aid services in items A and B:

Subp. 10. **Hearing aid services not covered.** Medical assistance payment is not available to pay for the following hearing aid services:

D. repairs to a hearing aid during the warranty period and other hearing aid services that the contract between the state and the hearing aid manufacturer specifies must be provided within the contract price;

F. hearing aid services billed on a separate claim for payment when the payment for the service is included in the dispensing fee for the hearing aid;

J. hearing aids prescribed or hearing aid services ordered by a physician if the hearing aids or the hearing aid services are provided by a person or entity that commits a felony listed in *United States Code*, title 42, section 1320a-7b, subject to the exceptions listed in *Code of Federal Regulations*, title 42, part 1001, section 952.

---

---

## Revenue Notices

Effective July 1, 1991, the Department of Revenue has authority to issue revenue notices. A revenue notice is a policy statement made by the department that provides interpretation, details, or supplementary information concerning the application of law or rules. This authority was provided by the Legislature in 1991 Session Laws Chapter 291, article 21, section 6 and will be codified at *Minnesota Statutes* section 270.0604.

## Department of Revenue

### Revenue Notice #93-7: Sales and Use Tax—Meals Served by Airlines

**General Rule:** The furnishing, preparing, or serving for a consideration of food, meals, or drinks is a sale or purchase subject to Minnesota sales and use tax under the provisions of *Minnesota Statutes* § 297A.01, subd. 3(c). For purposes of brevity and convenience, food, meals, or drinks will be referred to as "meals."

**Application of Tax to Meals Served by Airlines.** If an airline serves meals as part of its transportation service and no separate charge is made for these meals, there is no sale of meals by the airline within the meaning of the Sales and Use Tax Law. Therefore, the airline may not purchase these meals exempt for resale and the sale of these meals in Minnesota to the airline are taxable retail sales. (See *Minnesota Rule*, part 8130.0800). Persons who furnish meals to airlines for use in its transportation service must charge sales tax on the sales price of the meals.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Revenue Notices

---

Persons who prepare meals for airlines for use in the airline's transportation service must charge sales tax on the sales price of the meal preparation service. This is true even if the airline provides the food or other items used in the meal preparation.

**Sales Price.** All charges associated with the furnishing or preparation of the meal are included in the sales price and are subject to tax. No deduction is allowed under *Minnesota Statutes* § 297A.01, subd. 8, for port fees, the cost of materials used, or for labor and services that are part of the sale of a meal. This means that the entire amount charged to an airline for meals or meal preparation is subject to sales tax. If charges for services that are part of meal preparation are separately stated on the bill to the airline customer, or separately contracted for with the airline customer, they remain taxable and sales tax must be collected.

**Examples.** Sterilization or sanitation of food service equipment, dishwashing, storage, handling, delivery of meals to aircraft, tray set-up, and liquor and beverage set-up are examples of services that are considered part of meal preparation. Charges for these and similar services are included in the sales price of meals sold to airlines. These charges are taxable regardless of how they are labeled and regardless of how they are contracted for if they are part of the sale of a meal or of meal preparation.

Dated: 22 February 1993

### Revenue Notice #93-8: Property Tax Refunds and Relative—Homesteads

The purpose of this Revenue Notice is to give additional information in regard to two statements made in Revenue Notice #92-26, entitled "No Property Tax Refunds for Certain Homesteads."

Revenue Notice #92-26 was published in the State Register on November 30, 1992, and gave examples of how to apply the law which prohibits property tax refunds for relative homesteads.

#### Statement #1

In the section of Revenue Notice #92-26 entitled "Changes in Classification," the first paragraph of that section stated in part, that:

"If property which was not classified as a relative homestead becomes a relative homestead for property tax purposes, no property tax refunds will be paid beginning with timely filed homeowner claims filed in the year following the year when the property was first assessed as a relative homestead..."

There is an exception to this statement. If a residence which is classified as a regular-homestead becomes a relative-homestead, because a qualified relative of the owner occupies the property as their homestead on January 2 of the taxes payable year, a homeowner's property tax refund will not be allowed in regard to those property taxes.

This result is required even though the claim would be submitted in the year when the property is first assessed as a relative homestead, not the year following. The reason for this result is that Minnesota law requires the property to be owner-occupied (as a homestead) on January 2 of the taxes payable year, if a homeowner's property tax refund is to be allowed for the property.

#### Statement #2

The last paragraph of Revenue Notice #92-26 stated:

"Whenever a property no longer qualifies for the relative homestead classification, refund claims are again allowed beginning with the first year the taxes payable are not assessed as a relative homestead..."

There is an exception in our law that would allow a homeowner to file a claim, even though the property taxes payable were assessed on the basis of the property being a relative homestead. That exception requires that the claimant (i) own and occupy the property on January 2 of the taxes payable year, and (ii) provide documentation from the local assessor that application for the regular homestead classification was made prior to October 1 of the taxes payable year, and that the assessor has approved the application.

If those two conditions are met, a homeowner claimant can ignore the last paragraph of the November 30, 1992 Revenue Notice (#92-26), and file a homeowner's claim in regard to property taxes that were assessed on the basis of the property being a relative homestead.

Dated: 22 February 1993

### Revenue Notice #93-9: Sales and Use Tax—Goods for Business Use Outside Minnesota

**General Information:** The sale of merchandise picked up in Minnesota by the purchaser for use in a trade or business outside of Minnesota is generally taxable. However, *Minnesota Statutes* § 297A.25, subd. 5, and *Minnesota Rules*, part 8130.3000, subp. 4, item C, provide that if the goods will be transported outside Minnesota by the customer (without any intermediate use) for use in trade or business, and will not be returned to Minnesota except in the course of interstate commerce, the goods are exempt from Minnesota sales tax if:

1. the goods are not subject to tax in the state or country to which they are transported; or
2. the goods are to be used in other states or countries as part of a **maintenance contract**.

**Question:** What does "maintenance contract" refer to?

**Answer:** It is the Department's position that "maintenance contract" refers to repair or replacement parts, and not to equipment or tools used in the repair business.

Dated: 22 February 1993

---

---

## Official Notices

---

---

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

---

### Department of Commerce

#### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Uniform Conveyancing Blanks

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Commerce is seeking information or opinions from sources outside the agency in preparing to propose the adoption of rules governing Uniform Conveyancing Blanks. The adoption of the rules is authorized by *Minnesota Statutes*, section 45.023 and section 507.09 which permits the commissioner of commerce to adopt amended or new forms consistent with the laws of this state by rule.

The Minnesota Department of Commerce requests information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Mary Lippert  
Staff Attorney  
Minnesota Department of Commerce  
133 East Seventh Street  
St. Paul, MN 55101

Oral statements will be received during regular business hours over the telephone at (612) 296-9423 and in person at the above address.

All statements of information and opinions shall be accepted until 5:00 p.m. on March 22, 1993. Any written material received by the Minnesota Department of Commerce shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 12 February 1993

Bert J. McKasy  
Commissioner of Commerce

### Ethical Practices Board

#### Requests for Advisory Opinions Re: Campaign Finance Disclosure

On March 10, 1993, the Ethical Practices Board will consider Representative Richard H. Jefferson's request for an advisory opinion as published in the *State Register* on February 8, 1993, page 1960. For information please call Mary Ann McCoy, Executive Director, at (612) 296-1720.

### Human Services Department

#### Notice of Hospital Cost Index

*Minnesota Statutes* 256.969, subdivision 1 and *Minnesota Rules*, parts 9500.1120 require the establishment of a Hospital Cost Index (HCI) for rate setting purposes for inpatient hospital services under the General Assistance Medical Care and Medical Assistance Programs. The inflation forecasts provided below were obtained from the Data Resources, Inc./McGraw-Hill, *Health-Care Costs* as

## Official Notices

published in the fourth quarter of 1992 using the percent moving average. The cost category weights were provided by the Minnesota Hospital Association. The HCI under MA but excluding GAMC is increased by one percentage point to reflect changes in technology. The HCI will be used to adjust the rates of hospitals whose next fiscal year begins during the second quarter of 1993. The HCI is eliminated under the General Assistance Medical Care Program for the biennium ending June 30, 1993.

Comments concerning the HCI may be forwarded to the following address:

Richard Tester  
Hospital Section  
Health Care Management Division  
444 Lafayette Road, Fifth Floor  
St. Paul, Minnesota 55155-3836

<u>Cost Category</u>	<u>Weight</u>	<u>Percent</u>	<u>Weighted Percent</u>
Salaries	.513	5.4	2.77
Employee Benefits	.100	6.6	.66
Medical Fees (Medical Care Service)	.065	6.1	4.0
Raw Food	.012	2.5	.03
Medical Supplies (Medical Commodities)	.114	3.4	.39
Pharmaceuticals	.045	3.4	.15
Utilities	.021	2.2	.05
Repairs/Maintenance	.016	4.8	.08
Insurance*	.011	4.8	.05
Other Operating	.103	4.0	.41
	1.000		4.99

Technology = 1.00

HCI = 6.0%

\*Excludes Malpractice

## Labor and Industry Department

### Labor Standards Division

### Notice of Prevailing Wage Certifications for Construction Projects

Effective February 22, 1993 prevailing wage rates are certified for commercial construction projects in: Crow Wing county: Brainerd Headquarters-Baxter; Dakota county: MN Veterans Home Building 23-Hastings; Itasca county: Pokegama Golf Course-Grand Rapids; Nicollet county: New Hoffman Education Facility-St. Peter; Ramsey county: Fire Code Update North St. Paul Schools-North St. Paul Maplewood, White Bear Lake Senior Housing-White Bear Lake; St. Louis county: Bearhead Lake State Park Picnic Shelter-Ely, Amendment Marshall Performing Arts Center reroofing-Duluth, Vermillion Community Center-Ely.

Copies of the certified wage rates for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

John B. Lennes, Jr.  
Commissioner

## Minnesota Historical Society

### State Review Board Regular Meeting

A meeting of the State Review Board of the Minnesota Historical Society to consider nominations to the National Register of Historic Places will be held on Thursday, March 25, 1992, in the Minnesota Historical Society History Center, Honeywell Commons, MacMillan Education Wing, St. Paul, Minnesota. The State Review Board will meet for a light dinner at 5:30 p.m. and an informational presentation on program activities will be made by the Preservation Office staff. The meeting will be called to order and consideration of the meeting's agenda will begin at 7 p.m. For further information contact the State Historic Preservation Office, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, (612) 296-5434.

# Minnesota State Agricultural Society

## Minnesota State Fair

### Rule Changes

The Minnesota State Agricultural Society board of managers adopted the following rule changes at a general business meeting January 17, 1993. The following changes are made to rules originally published December 5, 1988, in the *State Register*.

~~Rules Governing The Operation And Management Of The Minnesota State Fair And The Minnesota State Fairgrounds.\*~~ governing the management and control of the Minnesota State Fairgrounds and the Minnesota State Fair.

#### CHAPTER ONE: GENERAL

##### S.F. 1.01—Authority

These rules are promulgated pursuant to authority granted the Minnesota State Agricultural Society by *Minnesota Statutes* 37.16 ~~Because the~~ The Minnesota State Agricultural Society is not an agency of state wide statewide jurisdiction, these therefore rules adopted by the Minnesota State Agricultural Society have not been promulgated pursuant to Minnesota Statutes Ch. 14 and will not be contained found in the Minnesota Code of Agency Rules (MCAR) bound volume of Minnesota Rules.

##### S.F. 1.02—Definitions

For purposes of these rules, the following definitions shall apply:

A. Board of managers: The board of managers is responsible for management and control of the Minnesota State Agricultural Society, ~~which is responsible for the management and control of the Minnesota State Fair including the annual election of its secretary.~~

B. Commercial exhibitor: Any person or firm which shows goods, machinery or services for advertising purposes from an assigned ~~fairgrounds~~ State Fairgrounds location during the period of the State Fair. Institutions or individuals operating under commercial exhibit contracts are permitted to take orders, but may not accept payment for future delivery or make deliveries from their assigned premises.

C. Competitive exhibitor: Any person or firm which enters animals or articles for competitive exhibition at the State Fair.

D. Concessionaire: Any person or firm which sells, makes deliveries, ~~and/or~~ accepts deposits for future delivery on or from an assigned ~~fairgrounds~~ State Fairgrounds location during the period of the State Fair.

E. Delegate: That employee of the ~~State Fair~~ Society given authority by the secretary to act on the secretary's behalf in the instance specified.

F. Department superintendent: That delegate of the secretary who is head of a specific ~~State Fair~~ Society department.

G. Director: That delegate of the secretary who is head of a specific Society division.

~~GH.~~ GH. Institutional exhibitor: Any institution or organization whose exhibit, in the discretion of the rental services department, qualifies as educational or as a service to the ~~State Fair and/or fair going public~~ Society and its patrons. No retail sales, order taking, deposit acceptance, contribution solicitation or product/service deliveries are allowed under the terms of ~~this~~ space rental agreements covering institutional exhibits. Space, if available, may be provided upon proper and timely application, and, if requested, upon submission of a showing of qualification.

~~HJ.~~ HJ. Merchandise permit: The license issued by the ~~State Fair~~ Society to vendors who desire to solicit orders for ~~and/or~~ deliver articles of food and merchandise to concessionaires ~~at on~~ the State Fairgrounds. Such a permit does not authorize retail sales of any kind.

~~IJ.~~ IJ. Minnesota State Agricultural Society (~~State Fair~~ Society): The ~~Public Corporation and Department of State public corporation and department of state~~ charged with the responsibility for management and control of the State Fairgrounds and ~~the conduct of conducting the annual~~ Minnesota State Fair and other exhibitions on the State Fairgrounds.

~~JK.~~ JK. Secretary ~~and executive vice president~~: The secretary of the Minnesota State Agricultural Society is also the executive vice president of the ~~State Fair~~ and is its chief operating officer.

~~KL.~~ KL. Space rental committee: The committee of three or more members of the board of managers, designated by the president.

M. State Fair: An annual exhibition conducted by the Society of the products and resources of the State of Minnesota on the State Fairgrounds on dates set by the board of managers.

~~LN.~~ LN. State Fairgrounds: That certain area of land in Ramsey County, Minnesota defined and described in *Minnesota Statutes* 37.01 and other real estate parcels as recorded with the Ramsey County Register of Deeds, including the area outside as well as inside the fenced portion thereof.

## Official Notices

---

---

### S.F. 1.03—All pay gates

Entry into the Minnesota State Fair shall be solely contingent upon the presentation and surrender of a valid ticket of admission in accordance with the most current schedule of gate prices as established by the board of managers. Only properly identified emergency personnel, such as police, fire and ambulance, as well as properly identified State Fair Society service personnel, shall be exempted from this rule when engaged in legitimate emergency or service duty which requires passage through State Fairgrounds admission gates.

### S.F. 1.04—Gate controls

Outside Admission gates and exhibit buildings of the Minnesota State Fair will be open to visitors on days and during operating hours as set by the board of managers. Persons not involved in the preparation of or teardown of exhibits at for the State Fair may be prohibited from entering the fairgrounds State Fairgrounds during the preparation and teardown period. Outside gate Gate admission fees will be charged during night time nighttime (non-operating) hours with the same fee schedule in effect as during day time (operating) hours. Persons entering the grounds State Fairgrounds during non-operating hours, in addition to paying established gate fees, will be required to provide proof of their having business on the grounds State Fairgrounds during said non-operating periods. Exhibitors, concessionaires and/or Space rental agreement holders and their employees, such as watchmen, etc., wishing needing to enter or remain on the grounds State Fairgrounds during the overnight period must first obtain an overnight badge from the appropriate State Fair Society department superintendent. No badge will be issued without proper identification.

### S.F. 1.05—Pass-out gates

A pass-out system is operated by during the State Fair at several of its outside admission gates. Persons exiting through these gates may, upon request, have their hand stamped obtain proper credentials for readmittance to the State Fairgrounds without additional charge. Readmittance will be honored the same day as of issuance only.

### S.F. 1.06—Admission prices

The State Fair board of managers shall annually review and establish outside gate admission prices for persons and vehicles including specific fee exemptions and discounts for special groups such as children, seniors, employees, exhibitors and concessionaires.

### S.F. 1.07—Vehicle restrictions

Maximum vehicle speed limits on the State Fairgrounds, as well as appropriate allowances and restrictions dealing with vehicle parking, delivery hours, restricted areas, tow-away zones and impound arrangements, shall be established by the secretary or delegate. The secretary or delegate shall provide for the placement of such traffic control signals, signs, and other traffic control devices on the State Fairgrounds as deemed necessary for the safety, protection and control of the fairgrounds State Fairgrounds and the public people thereon. When any police officer or security person finds a vehicle illegally parked on the fairgrounds State Fairgrounds, they are authorized to issue a citation, or provide for the removal and impoundment of such vehicle, or both. Cost of removal and storage shall be borne by the vehicle's owner.

### S.F. 1.08—Pedestrian right-of-way

When walking on or about any street, sidewalk or other area generally open to the public on the State Fairgrounds, pedestrians shall have at all times have the right-of-way as against all vehicles, other than identifiable identified emergency vehicles. Drivers of all vehicles, other than identifiable identified emergency vehicles, shall yield the right-of-way to any and all pedestrians on the fairgrounds State Fairgrounds.

### S.F. 1.09—Two-wheeled and track-vehicles

Two-wheeled vehicles, such as bicycles, motorcycles, motor scooters, etc. and motor scooters, will not be allowed on the Minnesota State Fairgrounds during the period of the annual State Fair unless such two-wheeled vehicles are on display in an exhibit contracted by the Society and, in such case, said two-wheeled vehicles must be kept in the exhibit location and may not, under any circumstances, be operated on the streets of the fairgrounds State Fairgrounds. Track-type vehicles, including snowmobiles, may not be operated anywhere on the fairgrounds State Fairgrounds at any time of the year without the express authorization and approval of the secretary or delegate.

### S.F. 1.10—Bannering, picketing, interfering

No person or group of persons shall banner, picket or engage in any other activities on the State Fairgrounds before or during the State Fair which in any way interferes with a concessionaire, commercial, institutional or competitive exhibitor preparing or conducting their concession or exhibit or which interfere with the free movement of any State Fair patron.

### S.F. 1.11—Handing out materials

The sale, posting or distribution of any merchandise, products, promotional items and printed or written material except from a fixed location on the fairgrounds State Fairgrounds approved by the secretary or delegate shall be prohibited. Those merchandise Merchandise, products, promotional items and printed or written materials which are authorized by the secretary or delegate for sale or distribution from a fixed location shall not be handed out to any State Fair patron unless requested by that patron.

**S.F. 1.12—Advertising vehicles**

The operation or parking of any sound trucks or vehicles upon which any advertising signs, political or otherwise, have been affixed in any manner shall be prohibited ~~within or without the fenced off areas of anywhere on the fairgrounds~~ State Fairgrounds. Nothing in this rule shall be construed as being applicable to lettered service trucks advertising a firm or its products while making necessary deliveries of merchandise or providing service to concessionaires, commercial or institutional exhibitors on the State Fairgrounds, or to the normal, advertising on bumpers and windows of motor vehicles.

**S.F. 1.13—Conflict of interest**

No manager, officer or employee of the State Fair Society, shall:

- A. Enter into any a contract ~~between themselves and the State Fair~~ other than their contract of employment with the Society.
- B. Have or acquire any financial interest, whether direct or indirect, in any contract between the State Fair Society and any concessionaire, commercial or institutional exhibitor, performer, vendor or contractor.
- C. Engage or participate in personal business or financial transactions that conflict with the interest of the Society or their obligations and interests as a member of the board of managers, officer or employee of the State Fair, ~~or the interests of the State Fair Society~~.
- D. Be entitled to any special consideration involving the storage of vehicles and materials on the State Fairgrounds or the use of State Fair Society buildings, machinery, or equipment, except as may be specifically approved by the board of managers.
- E. Be allowed to purchase any material for ~~themselves through their personal~~ use of through the name, credit or account of the State Fair Society.

**S.F. 1.14—Use of vehicles by Society employees**

All vehicles used by managers, officers or employees of the State Fair Society in connection with ~~the operation of the State Fair Society~~ business shall:

- A. Be the property of the manager, officer or employee, ~~in which with the State Fair shall Society to have no interest and shall be under no obligation for upkeep, fuel, oil, repairs~~ except as authorized by the board of managers and stated in the Society bulletin covering expense reimbursement; or
- B. Be used by the State Fair Society as part of a service contract, through rental or on a courtesy basis; or
- C. Be the sole property of the State Fair Society to be used only on State Fair Society business.

No vehicle shall be rented by the State Fair Society from any of the said Society managers, officers, or employees. ~~All expenses incurred involving the use of privately owned vehicles or managers, officers or employees while in the conduct of the State Fair business shall be claimed on official expense account blanks.~~

**S.F. 1.15—Equal employment opportunities**

The following policies concerning fair and equal employment shall be followed by the State Fair Society:

- A. It shall be the policy of the State Fair Society to foster the employment of all individuals with the State Fair Society in accordance with their fullest capacity and ability, regardless of race, color, creed, ~~religion~~, sex, age, national origin, ~~disability~~, age, marital or veteran status or status with regard to public assistance or disability, and to safeguard their right to hold employment with the State Fair Society without discrimination; and
- B. Every contract for or on behalf of the State Fair Society for materials, supplies or construction ~~and/or~~ space rental contracts for ~~commercial sale or exhibit purposes~~ agreements may be cancelled or terminated by the State Fair Society when discrimination on account of race, color, creed, ~~religion~~, sex, age, national origin, ~~disability~~, age, marital or veteran status, or status with regard to public assistance or disability, exists in the hiring or employment of common or skilled labor by the contractor pursuant to the contract for or on behalf of the State Fair Society.

**S.F. 1.16—Acceptance of gift**

No employee of the State Fair Society shall personally accept from a person or company that does business with the State Fair Society, any gift, gratuity, cash, merchandise or thing of value. This promotion shall extend to the acceptance of food or beverage at less than full retail price from a concessionaire during the period of the annual fair State Fair.

**S.F. 1.17—Hiring of relatives**

No relative of a State Fair Society employee or a relative of a member of the board of managers shall be given preferential treatment in being ~~promoted or being hired for employment~~ or promoted at the State Fair. Where bona fide business reasons require, such as security or sound cash-handling policies, relatives may be precluded from working in the same State Fair Society department.

## Official Notices

---

---

### S.F. 1.18—Dogs

No dogs or other pets ~~are~~ shall be allowed on the State Fairgrounds at any time unless restrained on a leash of less than six feet in length. Every totally or partially blind, physically handicapped or deaf person, or any person training a properly-identified dog to be a service dog, may be accompanied by a service dog on the State Fairgrounds. No other dogs or pets shall be permitted on the State Fairgrounds during the ~~period of the State Fair~~ except when part of an exhibit or demonstration authorized by the secretary or delegate or when confined within the State Fair campgrounds area. ~~State Fair Society~~ security and watch personnel are empowered to order the removal from the State Fairgrounds or ~~State Fair~~ its campgrounds any dog or pet found to be disturbing or endangering the public.

### S.F. 1.19—Roller skates, in-line skates and skateboards

Use of roller skates or ~~skateboards~~ in-line skates shall not be permitted on the State Fairgrounds at any time during the State Fair except as authorized in an exhibit contracted by the society agreement executed by the secretary or delegate. Use of skateboards shall not be permitted on the State Fairgrounds at any time except as authorized in an agreement executed by the secretary or delegate.

### S.F. 1.20—Practice driving

The State Fairgrounds may not be used by any person, organization or firm to conduct lessons for or to practice driving automobiles or other motor vehicles, unless such activity is covered under a contract with the society an agreement executed by the secretary or delegate.

### S.F. 1.21—Use of metal detectors

The use of metal detectors or similar devices for the purpose of finding items of value shall be prohibited on the ~~fairgrounds~~ State Fairgrounds. ~~Furthermore, any~~ Any activity of discovery, whether undertaken with or without a detection device, which results in digging, probing or otherwise disturbing the ground, shall be prohibited on the ~~fairgrounds~~ State Fairgrounds. This rule shall neither limit or prohibit activities or the use of detection devices as may be directed by the secretary or delegate in the legitimate conduct of Society work.

## CHAPTER TWO: SPACE RENTAL

### S.F. 2.01—Length of space rental contracts

Space rental contracts are for the designated period of the ~~annual~~ State Fair and, unless otherwise agreed in writing, commence on the first day and expire with the close of the State Fair each year. Such contracts cannot be sold, transferred, assigned, or devised by will without the written approval of the ~~State Fair Society~~.

### S.F. 2.02—Renewal policy

In order to attract and maintain high-quality concessions and exhibits, it is the policy of the ~~Minnesota State Fair Society~~ to annually extend to the concessionaires, commercial and institutional exhibitors from the prior year's State Fair the opportunity to renew their space rental contracts for the next State Fair. However, the ~~State Fair Society~~ reserves the right to refuse to renew any space rental contract, when in sole discretion of ~~the State Fair Society~~ management, such action is in the best interest of the State Fair and its patrons. Concession, commercial and institutional exhibit contract renewals are normally made on the basis of a renewal for the same space, purpose, products, and ownership as in the prior years. Grounds or space alterations or other changes may make it necessary to eliminate certain previously available space from one year to the next. In such instances, the ~~State Fair Society~~ reserves the right to offer substitute locations or discontinue contracts entirely. The ~~State Fair Society~~ reserves the right to not renew any space contract where the concessionaire, commercial or institutional exhibitor has violated any regulation of the ~~State Fair Society~~ or any state or federal law.

### S.F. 2.03—Renewal procedures

As close to November 1 as is practical, the space rental department will send renewal applications to concessionaires, commercial, or institutional exhibitors from the prior year's State Fair. The applications must be returned within 30 days of mailing to assure timely processing of the renewal application. Any request for approval of change in location, purpose, or products must be noted on the renewal application.

### S.F. 2.04—Space rental rates

General policy determinations governing the rates charged for concession, commercial and institutional exhibit space at the State Fair on the State Fairgrounds shall be set by the board of managers and shall be implemented by the secretary or delegate.

### S.F. 2.05—New application policy

Application forms will be available and new applications for concession, commercial and institutional exhibit space at for the State Fair shall be accepted by the space rental department beginning on January 1 of each year. Normally there are more applications for space than space available and the space rental department, in its review of these applications, shall exercise its best judgment in determining what is in the best interest of the ~~State Fair Society~~ and its patrons. Among the factors to be considered by the space rental department in reviewing new applications shall be the health and safety of the fair going public Society patrons, the extent to

which the proposed product or service duplicates those of existing concessions, geographic mix and balance of products and services on the fairgrounds State Fairgrounds, the product originality and overall quality of the proposed concession, commercial or institutional exhibit, the experience and financial stability of the applicant, and such other factors as the space rental department deems appropriate in determining the best interests of the State Fair Society and its patrons.

#### S.F. 2.06—Space rental decisions

The following kinds of decisions of the space rental department shall be in writing and shall be approved by the secretary:

- A. A determination not to renew a concession or exhibit contract;
- B. A determination to grant a renewal with certain changes as to location, purpose, and products;
- C. A determination approving or denying a new application for a space rental contract; and
- D. A determination approving or denying the proposed sale, transfer or conveyance of any interest in a concession or exhibit at the State Fair on the State Fairground.

#### S.F. 2.07—Space rental review

Any member of the public adversely affected by a decision of the space rental department shall have the right to petition the space rental committee for review of such decision. The review shall be initiated by any such person submitting a request for review in writing to the secretary within 20 days of the date of the letter of action taken by the space rental department. The secretary shall set a meeting of the committee within 45 days thereafter, at which time the committee shall review the matter with the State Fair Society staff and the person requesting review. If the committee determines that the person was improperly or unfairly handled by the space rental department, it shall have the authority to direct the space rental department to take such remedial steps as the committee deems fair and appropriate. After final disposition of any matter reviewed pursuant to this regulation, the committee shall report such disposition to the board. Requests for review received by the secretary after August 1, will be heard after that year's State Fair.

#### S.F. 2.08—Construction and maintenance of improvements

Any new construction of or alteration to concession, commercial or institutional exhibit buildings, booths, tents or enclosures must be approved in advance by the space rental department. A concessionaire, commercial or institutional exhibitor intending to erect or alter such a facility shall submit complete plans and specifications to the space rental department, showing that the proposed construction will be in compliance with applicable building codes and will be of an appropriate design and appearance. All tents must be flame proofed and accompanied by a letter of certification showing annual treatment for flame proofing by an approved vendor. The management secretary or delegate shall from time to time engage qualified engineering personnel to inspect and evaluate the structural condition of buildings on the grounds. Changes and/or maintenance as shall be ordered by said engineering personnel to insure structural stability and public safety must be accomplished by lessee within a reasonable specific time limit or structure may be ordered closed, removed or torn down at the expense of the owner.

#### S.F. 2.09—Off-season use of improvements on grounds

State Fair Society owned buildings may not be used by concessionaire, commercial or institutional exhibitor for storage or any other purpose during at times other than the non-fair period State Fair without the written approval of the secretary or delegate. Privately-owned structures on the grounds State Fairgrounds may only be used by their owners during at times other than the non-fair period State Fair for storage of furniture, equipment and supplies used by that person as a part of their State Fair concession, commercial or institutional exhibit. Such structures may be used for other purposes only with the written approval of the secretary or delegate.

#### S.F. 2.10—Ownership of improvements

All buildings, tents, booths, or other enclosures, whether portable or permanently affixed to the State Fairgrounds property, are personal and not real property. The use of any such improvements on the fairgrounds State Fairgrounds is subject to the space rental contract and the regulations of the State Fair Society. All portable improvements must be removed from the fairgrounds State Fairgrounds by September 13 following the State Fair or they will be removed or torn down by the State Fair Society. In the event, for any reason whatsoever, the State Fair Society determines that the space rental contract for a concession, commercial or institutional exhibit involving an improvement permanently affixed to State Fair property the State Fairgrounds shall not be renewed and that the permanent improvement should be removed from the grounds, the State Fair Society shall give written notice to the owner and provide a reasonable time for the removal of the permanent improvement and restoration of the underlying real property. Failure to remove the permanent improvement within the time specified by the State Fair Society shall result in the forfeit of all claims to the permanent improvement and the State Fair Society may take possession of or remove the same, charging any expense for removal and restoration to the owner.

#### S.F. 2.11—Multiple ownership of concessions, commercial and institutional exhibits

It is the policy of the board of managers to have as many different persons as is possible and practical participating as commercial or institutional exhibitors and concessionaires at the State Fair. The board of managers discourages ownership of multiple concessions

## Official Notices

---

---

by any one person, partnership or corporation. Owners of multiple concessions, commercial or institutional exhibits will not be allowed to enter into additional space rental contracts unless there are compelling factors which indicated that it would be in the best interest of the State Fair Society and the fair going public its patrons to do so.

### S.F. 2.12—Approval of transfers

A concessionaire, commercial or institutional exhibitor may transfer ~~their~~ interest in a concession, commercial or institutional exhibit contract when, ~~in the judgement of the space rental department,~~ it is in the best interest of the State Fair Society and the fair-going public its patrons to continue to have that concession or exhibit participate in the State Fair. In reviewing a request for such a transfer, the space rental department shall consider, among other things, the following: 1. Quality and character of any structures, improvements and personal property involved. 2. Nature and originality of any products or services presented. 3. Geographic mix, balance and extent of product/service presentation about the State Fairgrounds.

A concessionaire, commercial or institutional exhibitor desiring to transfer ~~their~~ interest in a space rental contract should so notify the space rental department in writing between January 1 and August 1. The space rental department shall respond in writing to the request for transfer within 30 days after the receipt thereof. If a request for transfer is approved, the concession, commercial or institutional exhibit will be posted as such for 30 days at the State Fair space rental department to advise members of the public interested in obtaining a concession, commercial or institutional exhibit ~~at the State Fair~~ that the particular concession, commercial or institutional exhibit is available for transfer. The State Fair Society may subsequently enter into a space rental contract with a proposed purchaser or transferee upon satisfaction of the following:

A. The proposed concession, commercial or institutional exhibit purchaser or transferee has applied for rental space according to procedures defined under State Fair Rule S.F. 2.05—New application policy—and had their application reviewed and accepted by the space rental department.

B. A full and appropriate financial disclosure has been made in writing concerning the transfer of the concession, commercial or institutional exhibit and any personal property involved.

C. The transaction does not violate the ~~State Fair's~~ Society's policy concerning multiple ownership of concessions and exhibits or any other rule, regulation, policy or procedure of the State Fair Society as promulgated in its space rental rules and information manual.

D. The proposed purchaser or transferee has adequate experience and financial stability to successfully own and operate a concession, commercial or institutional exhibit at the State Fair.

E. The proposed transaction is reasonable, in the best interest of the State Fair Society and is consistent with the health, safety and enjoyment of the fair going public Society patrons.

It is the policy of the board of managers to not approve concession, commercial or institutional exhibit transfers where the proposed purchase price is not reasonably related to the actual values of the personal property involved in a proposed transfer. The secretary or delegate may require appraisal of any personal property involved in a proposed transfer. Because of the large number of high quality new applications for concessions, commercial and institutional exhibits, it is the general policy of the board of managers not to allow transfer of portable concessions, commercial or institutional exhibits or space in State Fair Society owned buildings. Proper completion and execution of a Minnesota State Fair space rental department transfer policy acknowledgement verifying understanding and acceptance of State Fair Society transfer policy, procedures and terms, and delivery of a copy of same to the space rental department, along with a properly executed purchase agreement between the parties, shall constitute finalization of approved concession, commercial or institutional exhibit transfer.

### S.F. 2.13—Use of space

A Each commercial or institutional exhibitor or concessionaire must confine ~~their~~ business, and the promotion and advertising of same on the ~~fairgrounds~~ State Fairgrounds to the space assigned ~~that person~~ them. Failure to comply with this rule will subject commercial or institutional exhibitor or concessionaire to forfeiture of space privileges without reimbursement.

### S.F. 2.14—Risk of loss

The State Fair Society assumes no liability for loss or damage to any property of the exhibitor or concessionaire due to fire, tornado, weather conditions, theft, vandalism, or other causes. It is suggested that a commercial or institutional exhibitor or concessionaire bringing property or goods onto the State Fairgrounds protect such property or goods by appropriate insurance.

### S.F. 2.15—Prize drawings

The following will apply to all concessionaires, commercial or institutional exhibitors who intend to hold a sign-up prize drawing at the State Fair.

A. All concessionaires, commercial and institutional exhibitors who intend to hold a prize drawing must first obtain permission from the secretary or delegate and then obtain the necessary forms; and

B. Drawings must be completed during the ~~period of the~~ State Fair. Only the advertised prize may be awarded and no further drawing or purchase shall be necessary for the person to be eligible for the prize drawing; and

C. All concessionaires, commercial or institutional exhibitors who conduct prize drawings must submit to the space rental department, within two weeks after the close of the State Fair, a written statement listing the name, address and prize delivered to each winner; and

D. If persons signing up for a prize drawing are subject to sales appointments, contracts or calls because they have signed up for a prize drawing, this must be indicated in writing at the drawing registration point; and

E. All persons or companies which do not comply with this rule may be subject to removal from the grounds and/or forfeiture of contract as the State Fair Society may elect.

#### S.F. 2.16—**Merchandise permits**

Parties desiring merchandising permits for the ~~designated period of the annual~~ State Fair must obtain such permits from the office of the secretary or delegate. Delivery trucks not properly identified with said merchandise permits shall be prohibited from entering the ~~grounds~~ State Fairgrounds at any time during the ~~period of the~~ State Fair.

#### S.F. 2.17—**Regulation of conduct and activities**

The Society recognizes that the State Fair is a and State Fairgrounds are proper forums for the free exchange of ideas necessary to a free society, yet reserves the right to regulate all activities, concessions and exhibitions on the ~~fairgrounds~~ State Fairgrounds with regard to time, manner and place in pursuance of its valid interest in maintaining peace and order and protection of the general public. Concessionaires, commercial and institutional exhibitors shall comply with all applicable state and federal laws and must be familiar with procedures and information set forth in the space rental information manual.

#### S.F. 2.18—**Sales tax permit**

Concessionaires, commercial and institutional exhibitors involved in taxable retail sales shall be responsible for obtaining a Minnesota State Sales Tax Permit. Non-compliance with Minnesota tax laws may be grounds for cancellation of space and/or denial of renewal.

### **CHAPTER THREE: COMPETITIVE EXHIBITS**

#### S.F. 3.01—**Exhibition times**

Times for the setup of State Fair entries, the dismantling and removal of entries and the hours of public viewing will be set annually by the secretary or ~~delegate~~ competitive exhibits director and will be stated in individual department premium books.

#### S.F. 3.02—**Responsibility for exhibits**

The State Fair Society will use diligence to protect livestock and articles entered for exhibition, after their arrival and placement, but under no circumstances will it be responsible for any loss, injury or damage done to or cause by any animal or article on exhibition. It is the responsibility of the competitive exhibitor to obtain appropriate insurance for any damages due to or caused by the exhibit and to indemnify and hold the State Fair Society harmless against any claim arising out of incidents involving the exhibit. Removal or pickup of exhibits at established times as stated in individual department premium books, entry blanks and/or entry receipts, shall be the responsibility of the competitive exhibitor. The State Fair Society shall not be responsible for any exhibit not removed or picked up at established time and the secretary or competitive exhibits director will dispose of all exhibits not removed or picked up within one year of such established time.

#### S.F. 3.03—**Board of Animal Health**

The exhibition of livestock on the State Fairgrounds shall be under the supervision of the Minnesota Board of Animal Health and its applicable rules and regulations will be complied with in full. Health requirements for individual departments will be set forth in their respective premium books.

#### S.F. 3.04—**General entry requirements**

Competitive exhibitors must file proper entry blanks with any applicable fees prior to the designated closing date for entries. The State Fair Society reserves the right to refuse entries or prohibit the exhibition of animals or articles entered if the showing of such animals or articles is contrary to law, or violative of the State Fair's Society's valid interest in providing for the health, safety and protection of ~~the fair-going public~~ its patrons. Exhibits entered in the wrong lot or category may be transferred prior to judging at the discretion of the department superintendent to the proper lot or category of competition. Deception of any type by an exhibitor, as determined by the ~~judge or~~ department superintendent, will ban the exhibitor from any further competition and result in the forfeiture of all premiums. Mechanical or artistic articles must be entered in the name of the artist, inventor, manufacturer or maker. No Society officer, of the society or member of the board of managers, or State Fair employee or department superintendent, or member of such person's their family, shall be permitted, directly or indirectly, to make a competitive entry in any department over which that person has supervisory responsibility or in which that person is employed.

## Official Notices

---

---

### S.F. 3.05—Animal entry requirements

When animals are entered for State Fair competition by an entity other than an individual, that entity (whether a corporation, partnership, breeding establishment or other ~~form~~) must have been in existence as of the closing date of entries. Appropriate documentation showing the status of the entity must be available for inspection by the department superintendent. All animals entered under a breed classification must be recorded in a breeding association recognized as representative of the particular breed. The competitive exhibitor must produce a certificate of registry at the request of the department superintendent. All animals shown must be owned by the competitive exhibitor from the time of making entry, except as otherwise provided in special rules of the department.

### S.F. 3.06—Judges

~~No person who is a competitive exhibitor may act as judge in a class in which they are competing.~~ Competent and qualified persons will be employed as judges by the Society to evaluate all competitive exhibits. Judges shall be responsible for reading and understanding the general rules and all special rules applicable to the department or class in which they are to serve. No person who is a competitive exhibitor may act as judge in a class in which they are competing.

### S.F. 3.07—Interference with judging

Judges shall report to the department superintendent any competitive exhibitor who in any way, whether in person or by agent or employee, interferes with them or shows any disrespect to them during the judging. The department superintendent may, ~~at their discretion,~~ exclude any such competitive exhibitor from further competition. The secretary may withhold from such competitive exhibitor any or all premiums that have been awarded and may also exclude such competitive exhibitor from further competition at the State Fair.

### S.F. 3.08—Award books

Judges and persons acting as clerks to the judges must use special care, ~~after awards have been made,~~ to record the proper names in the award books after awards have been made. The judge, competitive department superintendent in charge and clerk recording the awards of the department must sign the award book at the close of each class immediately after all awards in such class have been made.

### S.F. 3.09—Qualification of entries

If there is any question as to the regularity of an entry or the right of any animal or article to compete in any lot or category, the judge or judges shall report same to the competitive department superintendent in charge for adjustment. Judges shall place a reserve award in each lot. Should any animal or article awarded a prize be disqualified, the animal or article awarded the next lower prize shall graduate into the next higher position, if in the opinion of the judge, it is worthy of such prize. Judges must not award a prize to an unworthy exhibit. No premium or distinction of any kind shall be given to any animal or article that is not deserving.

### S.F. 3.10—Finality of decisions

In judging livestock, the decision of the official State Fair veterinarian and judge as to soundness shall be final. The decision of the judge shall be final in all cases, except when mistake, fraud, misrepresentation or collusion, not known at the time of the award is discovered. In such cases, the secretary shall take appropriate action or refer the matter to the board of managers.

### S.F. 3.11—Interpretation of rules

A faithful observance of all rules governing the exhibit will be required, and when in doubt as to the application or meaning of a rule, the competitive department superintendent in charge shall interpret such a rule. This opinion when required by either a competitive exhibitor or judge must be reduced to writing and returned to the secretary or ~~delegate~~ competitive exhibits director with the award books.

### S.F. 3.12—Protests and appeals

A protest from the decision of a judge will only be accepted from an competitive exhibitor named in the official judge's sheet for competition in the lot or class under protest, and must be filed with the secretary within five ~~(5)~~ hours after the award has been made. An award is deemed to have been made when the notation of the decision of the judge is entered into the department award book. All protests must be made in writing and must be accompanied by a deposit of twenty ~~(\$20.00)~~ dollars. The protest must state plainly and specifically the facts upon which the complaint or appeal is based. The right to appeal will lie only when it is charged that the award has been made in violation of the rules governing the exhibit, or when it is charged that the decision of the judge has been influenced or interfered with by another person. No protest or appeal based upon the statement that the judge or judges are incompetent or have overlooked an animal or article will be considered. The twenty ~~(\$20.00)~~ dollar deposit will be returned only if the protest or appeal is upheld. In protest and appeal instances where rules established by a breed association or other competitive organization with which the Society has an agreement differ from this rule, rules of the association or organization shall govern.

### S.F. 3.13—Late showing of exhibit

No animal or exhibit will be judged or awarded a prize if it is not ready for judging and promptly into the show ring when the lot is called.

**S.F. 3.14—Premium money**

Cash premiums awarded will be paid by check made out to the competitive exhibitor and mailed to the post office address as stated on the entry blank. Competitive exhibitors may forfeit all premium money if exhibits are removed from the grounds prior to the official time of release. The board of managers reserves the right to make reductions in premiums if the financial conditions of the ~~Minnesota State Fair Society~~ Minnesota State Fair Society make such reductions necessary.

## **Minnesota Pollution Control Agency**

### **Public Notice for the National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) Permit Program**

#### **Draft NPDES and SDS General Permit to Construct, Install, and Operate Cooling Wastewater, Disposal Systems, and/or to Discharge into Waters of the State**

The MPCA proposes to issue an NPDES/SDS General Permit to cover facilities proposing to discharge non-contact cooling water to waters of the state. This general permit will provide timely issuance without the delay of individual permit issuance procedures and may potentially cover more than 100 facilities. The general permit has a duration of approximately five years.

This permit regulates the discharge of non-contact cooling water. A general permit will only be issued in cases where:

- a) the discharge consists solely of non-contact cooling water free from process and other wastewater discharges;
  - b) the discharge is less than 1.0 MGD;
  - c) the source of the chlorine in the non-contact cooling water is the municipal water supply;
  - d) the effluent, through dechlorination if necessary, shall have a Total Residual Chlorine level which does not exceed 0.04 mg/l;
  - e) the discharge is not to an Outstanding Resource Value Water or designated trout water;
  - f) the Commissioner determines that the discharge of the wastewater will not have significant impacts on the receiving waters;
- and
- g) the discharge would not violate surface water quality standards or ground water quality standards.

This general permit establishes effluent limitations, monitoring requirements, and other conditions on facilities which discharge non-contact cooling water. The Commissioner's determination that the general permit should be issued is tentative. Interested persons are invited to submit written comments upon the proposed permit action. The public comment period commences February 22, 1993, and terminates March 24, 1993.

Comments should be submitted in writing to: Deborah A. Schumann, Industrial Section/Water Quality Division, Minnesota Pollution Control Agency, 520 Lafayette Road, St. Paul, Minnesota 55155.

Any comments received no later than the last day of the comment period will be considered in the formulation of final determinations.

If you would like to receive a copy of the draft general permit or public notice please contact Sandy LeBlanc at (612) 296-6631.

## **Public Safety Department**

### **Emergency Response Commission: Announcement of Vacancies on Regional Review Committees**

**NOTICE IS HEREBY GIVEN** that the Commission is seeking applicants representing elected officials, emergency responders, business and industry, community groups, and broadcast and print media for appointment to Regional Review Committees.

As required by the Minnesota "Emergency Planning and Community Right-to-Know Act (Title III)," the Commission has established seven Regional Review Committees within the State of Minnesota. These committees review emergency plans for hazardous materials prepared by counties and municipalities within each of their districts. Committees must also process requests from the public for Title III information. Application forms are available from the following:

Minnesota Emergency Response Commission  
175 Bigelow Building  
450 North Syndicate Street  
St. Paul, MN 55104  
(612) 643-3000

## Official Notices

---

---

Applications to fill vacancies on Regional Review Committees which occur each July should be submitted to the Minnesota Emergency Response Commission by April 1. Applications received after that date will be kept to fill future vacancies on the committees.

### Department of Public Safety

#### Driver and Vehicle Services Division

#### Notice of Solicitation of Outside Information or Opinions Regarding Development of Rule Amendments Governing School Bus Driver Qualifications

**NOTICE IS HEREBY GIVEN** that the State Department of Public Safety is seeking information or opinions from sources outside the agency in preparing to propose the amendment of *Minnesota Rules*, parts 7414.0200 through 7414.2100 governing School Bus Driver Qualifications. The amendments will address issuance, renewal and cancellation of a school bus driver's endorsement, including revisions to the driver background check and physical examination rule parts. The adoption of the rule is authorized by *Minnesota Statutes*, sections 299A.01, 14.06, and 171.321, subdivision 2, which requires the agency to prescribe rules governing the qualifications of individuals to drive school buses.

The State Department of Public Safety requests information and opinions concerning the subject matter of the rule. The Department is planning on developing the rule amendments through the use of a task force. Anyone interested in participating on the task force may contact the Department. Interested persons or groups may also submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Laura Nehl-Trueman  
Department of Public Safety  
Driver and Vehicle Services Division  
208 Transportation Building  
395 John Ireland Blvd.  
St. Paul, MN 55155

Oral statements will be received during regular business hours over the telephone at (612) 296-2608 and in person at the above address.

All statements of information and opinions will be accepted until further notice is published in the *State Registrar* that the department intends to adopt or to withdraw the rules. Any written material received by the State Department of Public Safety shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 5 February 1993

Michael S. Jordan, Commissioner  
Department of Public Safety

## State Grants

---

---

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

---

### Minnesota Technical College System/Minnesota Department of Education

#### Notice of Availability: Grants for Strategic Planning and Implementation of Technology Preparation (Tech Prep) Initiatives

##### Purpose:

The Minnesota Technical College System, in partnership with the Minnesota Department of Education, is seeking applications from consortia representing technical colleges, school districts, businesses and other higher education for purposes of planning and imple-

---

---

## Professional, Technical & Consulting Contracts

menting Technology Preparation (Tech Prep) initiatives under the guidelines of the federal Carl D. Perkins Vocational and Applied Technology Education Act of 1990.

### Duration:

Applicants will spend one year developing a strategic plan for Tech Prep. The strategic plan will be evaluated by teams of independent evaluators. If its strategic plan is accepted, the consortium will be eligible for up to three years of implementation funding, depending on federal funding levels and local project performance.

### Budget:

A total of \$100,000 in grants of \$20,000 will be available to fund strategic planning for five (5) new Tech Prep consortia. Allocations will be made based on determination of eligibility to be funded as a Tech Prep consortia. Allocations will be made based on determination of eligibility to be funded as a Tech Prep consortium.

A further \$900,000 will be available in annual implementation grants of \$60,000, depending on approval of the strategic plan, federal funding levels, and local project performance. **Implementation funds will not be available to consortia which have not completed an approved strategic plan.**

### Notice of Intent:

Tech Prep consortia interested in applying for strategic planning funds should contact Carol Gabor at the address below by **4:30 p.m. on March 31, 1993** and ask for application materials. The letter must include the name, address and telephone number of the contact person for the grant application.

### Application Preparation and Submission:

Complete application materials are available upon request from Carol Gabor at the address and phone number below. Applications must be submitted by **4:30 p.m. on April 30, 1993** to

Carol Gabor, Special Assistant to the Chancellor  
Minnesota Technical College System  
3rd Floor, Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
Telephone: 612-296-8028

Applications submitted after the deadline will be considered only if funds remain after decisions have been made for applications that met the submission deadline. Funding decisions will be announced by June 1, 1993 for projects to begin approximately on July 1, 1993.

---

---

## Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

---

## Department of Finance

### Request for Proposal Regarding: The Selection of a Financial Advisor for the Advance Refunding of State of Minnesota General Obligation Bonds

February 12, 1993

#### I. Introduction

The state of Minnesota is considering the advance refunding of various state General Obligation bond issues. The Commissioner of Finance is seeking a financial advisor to review outstanding bond issues to determine the potential for refunding and if the Commissioner of Finance deems feasible to assist in the sale of the refunding bonds.

The bond issues that have potential for refunding include:

<u>Date</u>	<u>Original Amount</u>	<u>TIC</u>
February 1, 1975	\$ 33,835,000	5.70%

## Professional, Technical & Consulting Contracts

<u>Date</u>	<u>Original Amount</u>	<u>TIC</u>
December 1, 1975	37,265,000	5.61%
July 1, 1976	62,000,000	5.10%
May 1, 1977	112,000,000	4.69%
January 1, 1978	134,000,000	4.72%
April 1, 1979	88,500,000	5.56%
October 1, 1985	150,000,000	7.56%
August 1, 1986	236,500,000*	6.99%
July 1, 1987	200,000,000	6.42%
April 1, 1988	182,500,000*	6.95%
July 1, 1988	200,000,000	6.64%
August 1, 1989	225,000,000	6.64%
July 1, 1990	200,000,000	6.90%
August 1, 1991	195,000,000	6.55%
July 1, 1992	140,000,000	5.94%
August 1, 1992	243,100,000*	5.33%

\*Denotes Advance Refunding Issues.

Attached to this RFP, as Appendix C, is a listing of the bond issues and the specific maturities that were included in an advance refunding bond sale from August, 1992.

### **II. Purposes and Duties of the Financial Advisor**

Working with the staff of the Commissioner of Finance, the financial advisor's duties will include, but are not limited to, the following:

1. Review outstanding bond issues to determine which issues would be refundable and their potential savings.
2. Computer generated reports to show the proposed structure of the refunding issue, sources and uses of funds, potential savings and estimated cost of issuance.
3. Be available to provide advisory services on the refunding bond sale if the Commissioner of Finance desires to proceed with it. Additional duties will then include:
  - a. Assist in the selection of the accountants to verify the accuracy of the escrow account.
  - b. Purchase of the state and local government securities from the Federal Reserve.
  - c. Sizing of the refunding bonds on the day of the bid opening.
  - d. The financial advisor will not be allowed to participate as an underwriter of the refunding bonds nor participate in a selling group for the refunding bonds.
  - e. If feasible, assist in the purchase of open market securities to fund the escrow account.

The Financial Advisor will not be expected to help in the writing of the Official Statement, preparing the bid form or assisting in the closing.

### **III. Financial Factors**

1. *Up-front Savings.* The savings from the refunding should be in Fiscal Years 1994 and 1995 (Between now and June 30, 1995.)
2. *Nineteen Month Debt Service Transfer.* Each December 1, the state must transfer from the General Fund to the Debt Service Fund an amount sufficient to pay all principal and interest on outstanding bonds through July 1, of the second ensuing year. The refunding bonds will require this transfer. The refunding bonds must be structured so the transfers on December 1, 1993 and 1994 for the refunding bonds will not be greater than the budgeted amount of the transfer for the refunded bonds.
3. *Percentage of Debt Outstanding.* The state currently has \$1.6 billion of General Obligation Debt outstanding. Approximately, 44 percent of this debt is due in 5 years and 75 percent is due in 10 years. The refunding bonds must be structured so that on June 30, 1995, this relationship will be maintained at no less than 40% - 70%.

### **IV. Financial Advisor's Proposal**

Each financial advisor is to respond to the following. The total length of the response may not exceed 10 pages (including attachments).

1. Your firm's expertise in providing financial advisory services for refunding bond issuances. We want you to indicate to us your knowledge in structuring refunding bond issues and how that would be applied and helpful to the Commissioner of Finance for the state of Minnesota refunding bonds. We are not seeking statistical information on the number of bond sales where you acted as

---

---

## Professional, Technical & Consulting Contracts

financial advisor, a listing of bond sales, or industry rankings.

2. Your comments on the proposed financing. We want you to provide us with your thoughts on the financing that would indicate any special insight that would enhance the savings from the refunding bonds by having your firm act as financial advisor.

3. Name the lead person from your firm who will be responsible for the day-to-day work on the financing. Provide work related information on this person. Also provide information on other people who will be working on the project.

4. State your costs for providing the service.

5. Provide computer printouts showing your computer capabilities for a refunding.

6. Provide the name, address, phone number, and fax number of the contact person in your firm.

Proposals should include a firm estimate of the total number of hours required to complete the specific tasks defined in this solicitation. In-state travel and other administrative costs will not be reimbursed. Out-of-state travel and expenses will require prior approval from the Department of Finance to be eligible for reimbursement.

The contract will be issued on a not-to-exceed basis. Payments to the financial advisor will be made from bond proceeds after the close of the refunding bond sale.

The Department of Finance will not be responsible for any costs incurred by an offer or in preparing and submitting a proposal in response to this RFP.

### V. Distribution of Responses

Please deliver ten copies of your response by 4:30 p.m., February 22, 1993 to:

Peter Sausen  
Assistant Commissioner  
Minnesota Department of Finance  
4th Floor Centennial Office Building  
658 Cedar Street  
Saint Paul, Minnesota 55155

### VI. Timetable

RFP Mailed	February 12
Financial Advisor Proposal Due	February 22
Evaluation of Proposals	February 23-24
Oral Interviews (If Necessary)	Week of February 22
Financial Advisor Selected	Week of March 1

### VII. Information Contact

For additional information contact:

Susan Gurrola  
(612) 296-8373

Please note: Other department personnel are not allowed to discuss the project with responders before the submittal of the proposal.

### VIII. Certificate of Compliance

Each bidder must provide with its bid a copy of its Certificate of Compliance from the state of Minnesota Department of Human Rights pursuant to *Minnesota Statutes* 363.073, or a signed and notarized statement in writing that it has not had more than 20 full time employees at any time during the twelve month period immediately preceding the date of this bid.

### XI. Proposal Selection

#### A. Nature of Procurement

This procurement is undertaken by the state pursuant to the provisions of *Minnesota Statute* 16B.17. As such, it is not governed by strict competitive bidding requirements frequently associated with the purchase of supplies and materials by the state.

#### B. Selection Criteria

The Department of Finance will select the firm whose proposal demonstrates clear capability to best fulfill the purposes of the RFP in a cost effective manner.

The selection criteria are: (not necessarily listed in priority order)

1. Knowledge and experience of each firm in providing financial advisory services for refunding bond issues.

## **Professional, Technical & Consulting Contracts**

---

---

2. Knowledge and experience of the people assigned by each firm.
3. Results of oral presentations (if held).
4. Costs.

The state reserves the right to accept or reject proposals in whole or in part and to negotiate separately as necessary to serve the best interests of the state of Minnesota.

### **X. Additional Proposal and Contract Requirements**

#### **A. Duration of Offer**

All proposals must indicate that they are valid for a minimum of ninety (90) calendar days.

#### **B. Public Status of Proposals Submitted**

Pursuant to Minnesota law, all proposals submitted in response to this RFP shall become the property of the state of Minnesota. Such proposals shall also constitute public records and shall be available for viewing and reproduction by any person.

#### **C. Contractual Terms**

The contract resulting from this procurement shall, in addition to terms negotiated by the parties, contain the terms and conditions set forth in state of Minnesota Form 1051, attached as Exhibit A.

## **Department of Labor and Industry**

### **Request for Proposal for Video on Workers' Compensation Benefits**

#### **Purpose**

The Minnesota Department of Labor and Industry has defined a need to make information on the state's workers' compensation program available to a wider audience. This Request for Proposal seeks a reproducible videotape describing the basic benefits that injured workers can expect if injured on the job. The video should explain the benefits and the steps in filing a claim in a story setting and in easy to understand language. The video should be understandable for a broad audience, including employees, managers, supervisors, and the general public.

This request for proposal does not obligate the state to complete the project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

#### **Submission of Proposals**

All proposals must be sent to and received by Nancy Hoglund, Office Manager, Research and Education Unit, 443 Lafayette Road North, St. Paul, MN 55155, (612) 297-4700, not later than 4:30 p.m. on March 8, 1993. Prospective responders who have any questions regarding this request for proposal may contact Nancy Hoglund at the above address or telephone number. Please note that other department personnel are not allowed to discuss the project with responders before the proposal deadline.

Late proposals will not be accepted. Once submitted, a proposal becomes public property and will not be returned.

#### **Project Details**

The contractor must develop a 12-15 minute video designed to educate employees, managers, supervisors, and the general public on Minnesota's workers' compensation procedures. This video will focus on the purpose and features of Minnesota's workers' compensation system. This video will explain the no-fault nature of workers' compensation, appropriate roles for health care providers and insurance adjusters, and outline the benefits payable. In addition, the video should address benefit schedules, minimum and maximum wage loss benefits, and employee/employer liability for medical expenses.

The information should be presented in an interesting manner, utilizing professional actors in both a narrative and role play manner. The material should be presented in an upbeat, positive manner in an effort to heighten and maintain viewer interest.

The text must be turned into a video format. The video must be of broadcast quality and shot on Betacam SP or higher quality film. The final product must be available on a one-inch or digital master for duplication. A second master must include closed-captioning for the hearing impaired. The video should last between 12 and 15 minutes.

The project must be completed within six weeks of final contract approval. Each bid should include a schedule of specific production sign-offs, including script, off-line editing, and on-line editing.

In submitting a proposal, a sample of previous work should be attached.

The responder may propose additional qualifications if they will substantially improve the results of the project.

The Department will own all rights to the video and may reproduce and distribute the video as it sees fit.

---

---

## Professional, Technical & Consulting Contracts

### Estimated Project Cost

The Department has estimated that the cost of this project shall not exceed \$30,000. An invoice detailing the services provided must be submitted after completion of the project. Payment will be made after the satisfactory completion of the project.

### Proposal Requirements

1. Submit two copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the firm's name and address clearly written on the outside. Each copy of the proposal must be signed in ink by an authorized member of the firm. The cover sheet of the proposal must clearly indicate the name, address, and telephone number of the contact person. Prices and terms of the proposal as stated must be valid for the length of the project.
2. The proposal must provide a project work plan including a timetable for submitting the completed project.
3. The proposal must list the names of the persons who would be directly responsible for the video production with a brief description of their qualifications.
4. The proposal must include at least three pages of proposed text.

### Proposal Evaluation Criteria

All proposals received by the deadline will be evaluated by representatives of the Department of Labor and Industry. An interview with the responder may be part of the evaluation process. Factors upon which proposals will be judged include those listed below. However, factors used to choose the contract award are not limited to these.

1. Expressed understanding of project objectives.
2. Detailed project work plan including timetable.
3. Project cost detail.
4. Overall cost of the project.
5. Qualifications of both company and personnel.

The state reserves the right to accept other than the lowest cost proposal. Evaluation and selection will be completed by March 17, 1993.

## Department of Labor and Industry

### Request for Proposal for Consulting Services

#### Purpose:

The Minnesota Department of Labor and Industry, Workers' Compensation Division, requests consulting services to write a detailed, valid, and achievable project plan for a fully integrated electronic information environment in the Workers' Compensation Division including: digital image processing, electronic data interchange, full-text retrieval and other appropriate technologies, coupled with massive organizational transformation (reengineering/business process redesign) of its work processes. This project will be referred to as the **Daedalus Project**. The project is expected to be completed in three years. An estimated 250 workstations will be image-enabled upon completion of the project.

**THE VENDOR CHOSEN FOR THIS PROJECT WILL BE EXCLUDED FROM BIDDING ON THE FULL DAEDALUS PROJECT OR ANY PART OF ITS IMPLEMENTATION.**

#### Submission of Proposals:

Anyone intending to bid on this proposal must notify the Daedalus Project Manager, Cynthia Thompson at (612) 297-3467 no later than 4:30 p.m. on March 5, 1993. Responders will receive a copy of the 151-page project proposal, a copy of the draft project plan, and materials submitted to the State Information Policy Office.

Prospective responders who have any procedural questions may contact Ms. Thompson. All other "content" questions must be submitted in writing to Cynthia Thompson, Daedalus Project Manager, Workers' Compensation Administrative Operations, 443 Lafayette Road North, St. Paul, MN 55155. Answers will be provided in writing with copies being provided to all responders. Please note that other department personnel are not allowed to discuss the project with responders. **Contacting other Department personnel may disqualify responder.**

All proposals must be sent to and received by Cynthia Thompson, Daedalus Project Manager, Workers' Compensation Administrative Operations, 443 Lafayette Road North, St. Paul, MN 55155, no later than 4:30 p.m. on March 26, 1993. Late proposals will not be accepted.

## Professional, Technical & Consulting Contracts

---

---

One pre-bidder's conference may be scheduled at the discretion of the Project Manager. Responders will be notified in writing and by telephone.

- "Intention to Bid" telephone calls must be received by the Daedalus Project Manager by 4:30 p.m. on March 5, 1993.
- Final proposals must be received by the Daedalus Project Manager by 4:30 p.m. March 26, 1993.
- Evaluation of proposals and selection of vendor will be completed by mid-April 1993. Responders not selected will be notified by mail.
- Actual work to begin approximately June 1, 1993.
- Presentation of final work product to Project Manager, Daedalus Work Team and Daedalus Board of Directors approximately July 14, 1993.

**THE VENDOR CHOSEN FOR THIS PROJECT WILL BE EXCLUDED FROM BIDDING ON THE FULL DAEDALUS PROJECT OR ANY PART OF ITS IMPLEMENTATION.**

However, upon successful completion of this project by the chosen vendor, the Department of Labor and Industry may, at its own discretion, decide to offer the vendor an additional contract to assist in writing the full Daedalus Project's RFP(s) and any other consulting services that may be appropriate. A new contract would be negotiated under this present RFP. To qualify for this second phase contract, the vendor's performance on phase one must be of the highest quality.

### Proposal Requirements:

1. Submit ten (10) copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the firm's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. The cover sheet of the proposal must clearly indicate the name, address and telephone number of the contact person.

2. Responder must provide in a separate document submitted in a sealed envelope all price proposals for completing this project. Proposals must include project cost detail and an overall project cost. Prices and terms of the proposal as stated must be valid for the length of the project.

3. Proposals must express a clear understanding of the project objectives.

4. Proposals must include a description of the strategies and methods that will be used to evaluate the project plan currently drafted.

5. Responder must provide a project work plan including timetable for completing the deliverables.

6. The responder must list the name(s) of the person(s) who would be directly responsible for providing the services.

7. Responder must provide annual business financial reports, year-end statements or the equivalent for the last three years.

8. Responder must furnish a minimum of three (3) reference letters and furnish list of last three clients.

9. Responder should submit specific examples of their experience in organizational transformation (reengineering/business process design); data and applications architecture; image processing, EDI, full-text retrieval; project scoping and project management; writing requests for proposals; disaster recovery; back-file conversion; and training. List the project size, description of the project, personnel involved in the project, amount of time on the project, role in the project, and successes and failures in the project.

10. Responder must submit acceptable evidence of compliance with Workers' Compensation Insurance coverage requirements and Affirmative Action Statement or a statement as to why it is not applicable.

11. Responder may propose additional tasks or activities if they will substantially improve the results of the project.

### Project Requirements/Deliverables:

The successful responder shall:

1. Assist the Project Manager, Daedalus Work Team, and Daedalus Board of Directors in completing a final Daedalus Project Plan that ensures that:

- the proper tasks and deliverables have been accurately identified and properly sequenced.
- the proper resources needed have been accurately identified.
- realistic and achievable timelines have been established.

2. Develop a detailed project budget for each of the project years.

3. Analyze and make recommendations on appropriate strategies for accomplishing major project components: Organizational Transformation; Implementation of Technology (Image Processing, EDI, Full-Text Retrieval); RFP Process; Project Management; Disaster Recovery; Back-file Conversion; and Training.

---

---

## Professional, Technical & Consulting Contracts

4. Deliver one (1) copy of a final written Daedalus Project Plan and a companion report delineating specific strategies for implementing the major project components to the Project Manager. One disk copy of the project plan done in Microsoft Project Manager for Windows is also required, with appropriate waivers for use by Project Manager.

5. Present the Project Plan and companion report to the Project Manager, the Daedalus Work Team and the Daedalus Board of Directors concluding with a 1-2 hour question-and-answer session.

### Estimated Project Cost:

It is estimated that this project will take 200 hours to complete. Proposals, therefore, should not exceed 200 hours. An invoice detailing the services provided must be submitted after completion of the project. Payment will be made after the satisfactory completion of the project and within 30 days of receipt of the invoice.

### Proposal Evaluation Criteria:

All proposals received by the deadline will be evaluated by the Daedalus Project Manager and Daedalus Board members. An interview with the responder may be part of the evaluation process. Factors upon which proposals will be evaluated include those listed below. However, the evaluation and contract award is not limited to these factors.

1. Previous experience in scoping large, complex projects, experience with the technology and creation of RFP's for an electronic information environment (both government and private).

2. Areas of emphasis (experience) in priority order that will be evaluated include:

- Organizational Transformation (Reengineering/BPR)
- Data and Applications Architecture (data modeling)
- Technology; Imaging, EDI, Full-Text Retrieval
- Request for Proposal Process
- Project Management
- Disaster Recovery
- Back-file Conversion
- Training

3. **Selection of the vendor will not be based solely on low bid. It is critical to select a vendor who will help ensure that we build a strong foundation upon which to implement a successful Daedalus Project.**

## Labor & Industry Department

### Request for Proposal for Software Installation

The Minnesota Department of Labor and Industry is requesting proposals from Consultants who are experienced in Unisys 2200 Computer Systems to Install a new level of System Base Release 5 (SBR5) on a Unisys 2200/433.

Analyst must work with Computer Support Staff. A written report must be provided to Supervisor, Systems Programmer & Operations of what was done. This work must be completed with no interruption to the regular scheduled hours of operation, which are 6 a.m. to 12 a.m. Monday through Friday and an 8 hour schedule on Saturdays.

The cost of the project will not exceed \$10,000.

The proposal must be received by Jeanne Bortz not later than 4:30 p.m., February 26, 1993, with the work being completed by June 15, 1993.

Related information may be obtained from:

Jeanne Bortz  
Information Management Services  
Minnesota Department of Labor and Industry  
St. Paul, Minnesota 55155  
(612) 297-4592

# Minnesota Office of Waste Management

## Pollution Prevention Assistance Request for Proposals

### I. Program Background

The Minnesota Office of Waste Management (OWM), a state agency, is authorized by statute (*Minnesota Statutes*, § 115D.04) to provide technical and financial assistance to industry to encourage elimination or reduction of the use, generation, or release of toxic pollutants, hazardous substances, or hazardous wastes. *Minnesota Statutes*, § 115D.02 establishes that it is the policy of the state to encourage the use of techniques and processes that are implemented *at the source* as the preferred means of preventing toxic pollution.

The OWM has established a program to provide assistance in preventing pollution. This assistance includes an outreach program that provides seminars, workshops, training programs, and other similar activities.

The OWM is authorized (*Minnesota Statutes*, § 115D.04, subd. 3(b)) to award grants to public or private entities to deliver pollution prevention assistance. The OWM funds the Minnesota Technical Assistance Program (MnTAP), which offers technical assistance to industry under this program.

Recognizing that business organizations and their members possess a wealth of practical experience and are uniquely aware of their assistance needs, grants will also be made available, as outlined in this notice, to business associations and other groups for provision of pollution prevention assistance. The OWM has budgeted \$125,000 for these grants.

### II. Purpose of Pollution Prevention Assistance Grants

The primary goal of these grants is to promote and support efforts to provide pollution prevention assistance that builds on the experiences, and focuses on the specific needs, of groups of similar businesses. Businesses are encouraged to initiate projects that provide assistance addressing the specific pollution prevention opportunities and barriers that they have identified for their industrial processes and operations.

Funded projects will also assist the OWM in its efforts to demonstrate the benefits of pollution prevention, build awareness of pollution prevention as the preferred method in the hierarchy of environmental protection efforts, and foster the ethic that every business has a role to play in preventing pollution.

### III. Eligible Applicants

Eligible applicants are:

- Groups or associations consisting of a significant number of Minnesota businesses that use, generate, or release toxic pollutants, hazardous substances, or hazardous wastes.
- Suppliers or vendors whose products result in pollution prevention and who serve a significant number of Minnesota businesses that use, generate, or release toxic pollutants, hazardous substances, or hazardous wastes. Suppliers or vendors are encouraged to collaborate with appropriate trade associations or other business groups to strengthen their proposals.

### IV. Eligible Projects

Eligible projects are those that provide assistance in eliminating or reducing at the source the use, generation, or release of toxic pollutants, hazardous substances, or hazardous wastes in any sector of the economy. Projects may be either entirely new projects or new or expanded tasks in existing projects.

Projects must:

- Provide assistance to a significant number of recipients.
- Focus primarily on toxic pollution prevention.
- Provide technology transfer or information dissemination.

The following are examples of eligible activities:

- Development and implementation of pollution prevention workshops, seminars and other training forums.
- Development of printed or audiovisual materials.
- Environmental audits or other on-site activities.
- Excellence programs in which organizations are encouraged to voluntarily commit to minimum pollution prevention standards and principles.

Proposals including other similar activities designed to provide pollution prevention information and assistance are encouraged. Only one proposal per applicant will be considered for funding.

**V. Key Dates**

April 19, 1993	Proposals due.
April - May 1993	Proposals reviewed by OWM staff and advisory groups.
Late May 1993	Projects selected by OWM Director for funding.
July 1, 1993	Work begins on projects.
No later than June 30, 1994	Assistance tasks completed and interim reports submitted.
No later than June 30, 1995	Final reports submitted.

**VI. Project Proposals**

Grants will be awarded to applicants whose projects and qualifications best meet the evaluation criteria described in Section VIII. In order to evaluate projects, the detailed information outlined below is necessary. Proposals lacking any of the required information will be deemed incomplete and ineligible and will not be further considered.

Proposals must contain the following information:

**A. General Information**

- Name of the organization submitting the proposal, and any cooperating business organization(s).
- Name(s) of the project manager and other staff to be assigned to the project, including any subcontractor(s) to be hired.
- Address and phone number of the applicant.

**B. Qualifications of Project Personnel**

Briefly describe the applicant's qualifications and experience in implementing pollution prevention programs, developing and implementing assistance projects, and other activities related to the proposed project. Describe the training and experience of staff who would work on the proposed project. Include résumés if available. Identify the tasks for which each of the project personnel would be responsible.

**C. Project Description**

Describe the proposed workplan. Provide a list of clearly defined, detailed tasks required for the successful execution of the project. The project must include an interim report, to be submitted to the OWM, summarizing the achievements of the project after all assistance tasks have been completed.

The project must also include a final report, to be submitted to the OWM, evaluating the effectiveness of the project in preventing pollution. The final report should include information on actual or estimated achievement of pollution prevention resulting from the assistance provided in the project. The final report will be due approximately one year after activities funded under the grant are completed.

# Professional, Technical & Consulting Contracts

---

---

## D. Implementation Schedule

Provide a schedule for the completion of *each task* identified in Section C. A project start date of July 1, 1993 can be assumed. The interim report is due no later than June 30, 1994. The final report is due no later than June 30, 1995.

## E. Proposed Budget

Provide a budget table estimating the costs of performing the tasks identified in Section C. Itemized costs should be broken down for *each task*, and should be specified in as much detail as possible. Labor costs should be broken down by hourly rate for each individual, and hours spent per individual per task. The OWM is limited by state guidelines in reimbursing certain expenses (e.g., meals, travel, etc.). The budget should reflect all estimated costs known for performing the project. An example budget table is available upon request.

Grant amounts awarded will be based on these estimates and will not be increased after the grant agreement is executed. The maximum amount of funding is \$25,000 per project. Projects with proposed funding of any amount up to the maximum are encouraged.

Any cost overruns incurred during the project shall be the sole responsibility of the applicant.

Applicants are required to provide a match of a minimum of 25 percent of the requested grant amount. All matches, including in-kind services, must be identified and included in the proposed budget.

The OWM will disburse grant funds based on a schedule negotiated with each successful applicant. The disbursement process will be included in the grant agreement.

## VII. Submittal Information

**The deadline for submittal of completed applications to the Office of Waste Management is 4:30 p.m. on Monday, April 19, 1993.** Submit one copy of the proposal, suitable for photocopying, to:

Minnesota Office of Waste Management  
1350 Energy Lane  
St. Paul, Minnesota 55108  
Attention: Pollution Prevention Assistance Grants

If you need more information or have questions concerning the development of your proposal, please call Bruce Anderson, Pollution Prevention Program, at (612) 649-5795, or Minnesota toll-free (800) 657-3843.

## VIII. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria, in order of relative importance:

- A. The likelihood that the project will provide assistance leading to the achievement of significant pollution prevention.
- B. The applicant's qualifications and experience in developing and implementing pollution prevention projects, developing and implementing assistance projects, and other activities related to the proposed project.
- C. The total cost of the proposed project relative to the quantity and anticipated quality of the proposed work.
- D. The level of participation of business association members in carrying out the project.
- E. The sustainability of the project. Preference will be accorded to projects leading to ongoing assistance activities not dependent upon OWM funding.
- F. The level of match proposed by the applicant.
- G. The clarity of the proposal.
- H. The compatibility of the project with existing pollution prevention assistance projects.

OWM staff and advisory groups will review and comment on the proposals. The Director of the OWM shall award grants to those projects that the Director determines best meet the evaluation criteria described above. Grant awards are scheduled to be announced in May 1993. The OWM reserves the right not to award any grants.

The OWM and the successful applicants will enter into grant agreements which set forth specific conditions governing the administration of the grant. Detailed workplans will also be included in these grant agreements.

## Minnesota Office of Waste Management

### Request for Proposals Community Partnership Grants for Pollution Prevention Projects

February 22, 1993

#### I. Program Background

The Office of Waste Management (OWM) is a non-regulatory state agency that assists the public, government, and businesses in preventing waste and pollution generation and in practicing sound solid and hazardous waste management.

*Pollution prevention means reducing or eliminating the use, generation, or release of hazardous substances, hazardous wastes, and toxic pollutants.*

Pollution prevention is the preferred method in the hierarchy of environmental practices, favored where possible over pollution control.

Like community-based crime prevention, OWM's community-based pollution prevention program aims to bring citizens, community groups, local government, and businesses into partnerships. These partnerships provide a non-adversarial setting for all interested people, focusing on issues and results, not positions, and on building local expertise for ongoing projects. These projects can also use pollution prevention to further local economic development goals.

Each partner has particular strengths. Community groups can be in close contact with neighbors and articulate citizen concerns. Local government brings public health, safety, and quality of life concerns, economic development tools, and the potential for institutionalizing pollution prevention. Businesses have great potential for reducing toxic pollutant releases and bring an invaluable economic and marketplace perspective.

The OWM is authorized by *Minnesota Statute 115D.04, subd. 3(b)* to make grants to public or private entities to assist the OWM in providing pollution prevention assistance. The OWM is taking applications and is requesting proposals for community-based pollution prevention projects.

Approximately \$100,000 is available in 1993. The OWM intends to award grants in several different settings, including rural areas, small towns, cities, and counties, and neighborhoods within any of these settings. Grant awards will be of any size up to \$25,000. Proposals are due April 19, 1993.

#### II. Purpose of Grant Program

The OWM seeks proposals from community organizations or local units of government for projects that:

1. build and strengthen partnerships, with an emphasis on building trust between residential and business neighbors;
2. emphasize pollution prevention, primarily in the industrial, institutional, and commercial sectors; and
3. inspire people to act on the ethic that everyone—individuals and business persons alike—has a responsibility to prevent pollution.

Through these projects OWM wishes to demonstrate the effectiveness of locally-based, cooperative approaches to preventing pollution.

#### III. Eligible Applicants and Potential Partners

Minnesota-based community groups, community organizations, local units of government, and tribal entities are eligible applicants under this grant program. Regional or state-wide non-profit organizations working with community groups may also apply.

The following are examples of potential applicants, grouped according to category.

*Community groups:*

- neighborhood associations;
- citizen advisory committees (for county environmental issues, community education programs, MN Extension Service offices);
- environmental groups;
- recreational groups;
- service organizations (e.g., recycling groups, Leagues of Women Voters, Scouts, Lions Clubs);
- community action agencies;
- colleges and schools.

## Professional, Technical & Consulting Contracts

---

### *Local/regional government:*

- cities, townships;
- counties;
- tribal councils;
- county soil and water conservation districts;
- local MN Extension Service offices;
- Rural Development Commissions.

The OWM encourages applications from groups which have developed or are developing partnerships which include a business partner in addition to a community group or a local government group. Some possible *business partners* include:

- businesses or business leaders;
- employee/labor groups;
- chambers of commerce;
- co-operative associations;
- business trade associations.

### **IV. Eligible Projects**

Proposed projects and new or expanded activities in existing projects are eligible for funding. Although many of OWM's pollution prevention assistance activities focus on the industrial sector of the economy, the OWM welcomes proposals which include activities in other sectors such as the commercial, institutional, and agricultural sectors. Projects addressing hazardous substances used in the households are also eligible.

Solid waste source reduction activities, as well as activities addressing energy usage and transportation pollutants, may be a secondary part of an organization's proposal.

Activities that address waste collection, recycling, or waste management are ineligible for OWM funding, as these practices do not prevent pollution.

The OWM has many examples of projects it would consider funding. Three of these follow.

• *Members of a neighborhood group and a local chamber of commerce make personal visits to local businesses, bringing along educational materials on waste and pollution prevention and arranging free on-site visits by the Minnesota Technical Assistance Program (MnTAP). Several businesses agree to be promoted as models for similar businesses.*

• *Local farmers, township residents, school children, and a Soil & Water Conservation District develop a program to decrease the non-point source pollution from hazardous substances. The program targets run-off from fields, roads, and factories into nearby surface waters.*

• *Development of a board-based task force which includes representatives of community groups, local government, and businesses. This partnership creates and implements a plan to address pollution prevention issues which affect the entire community.*

### **V. OWM Assistance**

All prospective applicants are encouraged to contact Philipp Muessig of the community assistance program to discuss their proposed project. OWM will assist applicants in developing a proposal, including referrals to others who may be able to help with the proposed project.

OWM staff can also provide assistance and referrals during a group's project, in ways detailed in OWM's fact sheet, "Assistance for Community-Based Pollution Prevention."

### **VI. Key Dates**

- April 19, 1993: Proposals due at OWM office.
- April-May: Proposals reviewed by OWM staff and advisory groups.

OWM may contact applicants to clarify proposal information.

- Late May: Projects selected by OWM director for funding and applicants notified.
- June: Grant agreements finalized.
- July 1, 1993: Target date to begin projects.
- By June 30, 1994: Interim project report due.
- By June 30, 1995: Final report due.

### VII. Proposal Format

Proposals must contain the following information relevant to the applicant, partners, and project. Applicants may use brochures, annual reports, or articles to supplement required information. Proposals lacking any of the required information will be considered incomplete, ineligible, and will not be considered further.

#### A. Organizational Information.

- Applicant and/or partner(s') names, addresses, phone numbers, and contact people.
- The experience, if any, of the applicant and/or partners with similar projects, including the experience of individuals within an organization.
- Background information for community groups: date formed, size (e.g., number of members, volunteers, staff, attendance at meetings), budget or annual financial statement, range of issues addressed, structure (e.g., legal status, governance, board composition, committees), accomplishments.
- Background information for local government: structure, population served, services provided to community groups and businesses who use, generate, or release hazardous substances, hazardous wastes, and toxic pollutants.
- Background information on business partners (if applicable): products or services provided, visibility/impact of business in community.

#### B. Project Description.

- What and where is the pollution problem?
- Who went about defining the problem and how did they do this?
- What, if anything, is being done about the problem and by whom?
- What is your approach to the problem and why are your efforts needed? Describe the activities of your project and the role of each partner.
- What results are anticipated and who will benefit? Estimate numbers (e.g., volunteers, organizations reached, citizens to be educated).
- How will the success of your project be measured?
- What strategies will you use to overcome potential barriers?
- Your project must include an interim report or reports to the OWM summarizing your activities. A final report will be due up to a year after project completion evaluating the effectiveness of your project in preventing pollution. Reporting schedules will be specified in the grant agreement.

#### C. Implementation Schedule.

For each activity listed above, provide a timeline for completion, and the people/groups involved. A project start date around July, 1993, may be assumed.

#### D. Proposed Budget.

Provide a budget table estimating the costs of each activity in your project. Specify underlying assumptions (e.g., staff hours, wage rate(s), percent of office rent supported by OWM funding). Eligible expenses include staff wages, fees to other organizations or consultants, and costs of space, phones, copying, advertising, rentals, and volunteer recognition.

Applicants are required to match OWM's grant funds either with other funding, volunteer time, or in-kind services (such as donated copying). Describe this match.

The costs of technical research and capital investments are ineligible under this program.

The OWM will disburse grant funds based on a schedule negotiated with each successful applicant.

### VIII. Submittal Information

Completed proposals must be received at the OWM office not later than 4:30 p.m. on Monday, April 19, 1993. Mail or drop off one copy, suitable for photocopying, to:

Philipp Muessig  
Pollution Prevention Community Assistance Program  
MN Office of Waste Management  
1350 Energy Lane  
Suite 201  
St. Paul, Minnesota 55108

(612) 642-0409  
(800) 657-3843

## Professional, Technical & Consulting Contracts

### IX. Evaluation Criteria

Proposals will be evaluated by the following criteria, listed in approximate order of importance.

1. Breadth and depth of partnership:
  - the degree to which the proposed project is directed and carried out by a partnership of citizen, government, and business interests.
  - the degree to which the partners reflect the community's constituency.
2. Feasibility:
  - the experience and capabilities of the applicant and partnership.
  - the probability of project success.
3. Impact:
  - potential amount of pollution prevented.
  - number of people whose awareness of pollution prevention is to be raised.
  - likelihood of the partnership's continuation after project completion.
4. Creativity:
  - innovative applications of community organizing strategies to pollution prevention opportunities.
5. Replicability:
  - the degree to which similar communities could conduct similar projects and achieve similar results.
6. Clarity of proposal:
  - based on whether tasks, timelines, and budget are clearly defined.
7. Level of match (money, volunteer time, in-kind services) to OWM's funding.

The OWM director will be awarding grants to those projects that the director determines best meet the criteria. OWM reserves the right not to award any grants.

The OWM and the successful applicants will enter into grant agreements which set forth specific conditions governing the administration of the grant. Detailed workplans will also be included in these grant agreements.

## Public Utilities Commission

### Notice of Request for Proposals to Execute a Mailed Balloting of All Telephone Subscribers in Specified Exchanges

The Public Utilities Commission is requesting proposals from any qualified individual or firm to conduct pollings via the U.S. Mail of all telephone subscribers in specified telephone exchanges over a three year period, with an additional 1 to 2 years at the State's request. Year one polling is expected to be for approximately 50,000 lines in 34 exchanges. Additional years are expected to have fewer lines to poll per year.

It is estimated that the cost of this project should not exceed \$100,000 per year.

The submission date for completed proposals is 4:30 p.m., March 22, 1993. Late proposals will not be accepted.

A copy of the Request for Proposals may be obtained by contacting Joy Gullikson, Minnesota Public Utilities Commission, 121 Seventh Place East, Suite 350, St. Paul, MN 55101-2147, or by calling (612) 297-7071.

## Department of Revenue

### Appeals, Legal Services, and Criminal Investigation Division

### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendment of Permanent Rules Governing Sales and Use Taxation; Transfer of Title

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Revenue is seeking information or opinions from sources outside the agency in preparing to propose amendments to the permanent rule governing sales and use taxation; transfer of title, Rule 8130.0200.

---

---

## Non-State Public Bids and Contracts

The amendment of the rule is authorized by *Minnesota Statutes*, section 270.06, which requires the agency to promulgate rules for the administration and enforcement of state tax laws.

The State Department of Revenue requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Stephen E. Krenkel  
Department of Revenue  
Appeals and Legal Services Division  
10 River Park Plaza  
Mail Station 2220  
St. Paul, Minnesota 55146-2220

Oral statements will be received during regular business hours over the telephone at (612) 296-1902, extension 135, or (612) 296-1022, and in person at the above address.

All statements of information and opinions shall be accepted until March 31, 1993. Any written material received by the Minnesota Department of Revenue shall become part of the rulemaking record to be submitted to the Attorney General or Administrative Law judge in the event the rule is adopted.

Dated: 9 February 1993

Stephen E. Krenkel  
Attorney

## Department of Transportation

### Intermodal Programs Division

#### Interim Solicitation of Projects to Use Enhancements Funds

A packet soliciting projects to use Enhancements Funds made available from the Intermodal Surface Transportation Efficiency Act of 1991 is now available. This packet has been mailed to all cities, townships, counties and state agencies. A copy will be sent to any individual or organization who calls Mary Grubbs at (612) 296-8476 and requests one.

---

---

## Non-State Public Bids and Contracts

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

---

## Metropolitan Transit Commission

### Proposals Sought for Interior Planning Services

**NOTICE IS HEREBY GIVEN** that the Metropolitan Transit Commission will receive proposals at the office of the Metropolitan Transit Commission, 560 Sixth Avenue North, Minneapolis, Minnesota 55411-4398, until 4:30 p.m. on **March 2, 1993**, for **Interior Planning Services for our Administrative Offices**. A **Pre-Bid Conference** will be held on **Thursday, February 18, 1993** at the above address.

All proposals shall follow the format as stated in the request for proposals that is available from the Metropolitan Transit Commission at the above noted address or phone (612) 349-7637.

Proposals will be evaluated by representatives of the Metropolitan Transit Commission. Only those proposals received by **4:30 p.m., March 2, 1993** shall be considered.

The Metropolitan Transit Commission reserves the right to reject all proposals. Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

## Non-State Public Bids and Contracts

---

All proposers will be required to certify that they are not on the Comptroller General's List of Ineligible Contractors.

It is the MTC's policy to award a reasonable portion of all procurements to Targeted Group Businesses (TGB's). "Targeted Group Business" means a small business designated by the Minnesota Department of Administration under *Minnesota Statute 16.B.19*, that is majority owned and operated by women, disabled persons, or minorities. The MTC encourages all certified TGB's to submit proposals for this contract.

The Metropolitan Transit Commission hereby notifies all proposers that in regard to any contract entered pursuant to this Request for Proposals, Targeted Group Businesses will be afforded full opportunity to submit proposals in response, and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

## Metropolitan Waste Control Commission

### Public Notice for Letters of Interest (LOI), Request for Qualifications (RFQ), and Statement of Qualifications (SOQ), for Professional Services

The Metropolitan Waste Control Commission is soliciting Letters of Interest for professional services for Phosphorous Removal Facilities and RBS Replacement Facilities (Anaerobic Digesters or Centrifuges) projects at the MWWTP. The work will consist of Step II Design Services and Step III Construction Support Services, and include:

1. Assisting the Commission with regulatory issues.
2. Preparing reports/memorandums and Bidding Documents.
3. Assisting with facility start-up, O&M manuals, and operator training.
4. Assisting with public relations, public participation, and labor relations.
5. Coordinating the project with concurrent projects for the MWWTP.

Firms interested in being considered for this work are to submit a LOI requesting the RFQ submittal package for the Phosphorous Removal Facilities and RBS Replacement Facilities projects. LOI's are to be received no later than Friday, March 12, 1993. RFQ submittal packages will be issued promptly upon receipt of LOI's. SOQ's are due by **12 Noon on Wednesday, March 24, 1993**. LOI's are to be directed to:

Metropolitan Waste Control Commission  
Mears Park Centre  
230 East 5th Street  
St. Paul, Minnesota 55101  
Attn: Manager, Contracts & Documents Division

Dated: 22 February 1993

By Order of the  
Metropolitan Waste Control Commission  
Gordon O. Voss, Chief Administrator

## Metropolitan Waste Control Commission

### Public Notice for Letters of Interest (LOI), Request for Qualifications (RFQ), and Statement of Qualifications (SOQ) for Professional Services

The Metropolitan Waste Control Commission is soliciting Letters of Interest for professional services for coordinating the planning, design, construction, and implementation of future projects at the MWWTP. These projects will include, but are not necessarily limited to, the following: Fine Bubble Retrofit, Meter Improvements, Phosphorous Removal, RBS Replacement, EIS for Floodwall Dike, New Laboratory Services Building, and Process Computer System Improvements.

Firms interested in being considered for this work are to submit a LOI requesting the RFQ submittal package for Coordination of Future MWWTP Projects. LOI's are to be received no later than Friday, March 12, 1993. RFQ submittal packages will be issued promptly upon receipt of LOI's. SOQ's are due by **12 Noon** on Wednesday, March 24, 1993. LOI's are to be directed to:

Metropolitan Waste Control Commission  
Mears Park Centre  
230 East 5th Street

---

---

# Awards of State Contracts and Advertised Bids

St. Paul, Minnesota 55101  
Attn: Manager, Contracts & Documents Division

Dated: 22 February 1993

By Order of the  
Metropolitan Waste Control Commission  
Gordon O. Voss, Chief Administrator

## Awards of State Contracts and Advertised Bids

---

---

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Materials Management Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

---

### Department of Administration

Contracts and Requisitions Open for Bid: Call 296-2600 for information on a specific bid, or to request a specific bid.

COMMODITY CODE KEY		
<b>A = Sealed Bid</b>	<b>G = \$5,000-\$15,000 Estimated Dollar Value</b>	<b>J = Targeted Vendors Only</b>
<b>B = Write for Price</b>	<b>H = \$15,000-\$50,000 Sealed Bid</b>	<b>K = Local Service Needed</b>
<b>C = Request for Proposal</b>	<b>I = \$50,000 and Over Sealed Bid/Human Rights Compliance Required</b>	<b>L = No Substitute</b>
<b>D = Request for Information</b>		<b>M = Installation Needed</b>
<b>E = \$0-\$1,500 Estimated Dollar Value</b>		<b>N = Pre-Bid Conference</b>
<b>F = \$1,500-\$5,000 Estimated Dollar Value</b>		<b>O = Insurance or Bonding Required</b>

### Materials Management Division: Commodities and Requisitions Awarded

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79900-73505-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO  
**Awarded amount:** \$12,801.39  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79900-73509-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO  
**Awarded amount:** \$4,145.40  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Various Locations

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79400-03351-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO  
**Awarded amount:** \$2,961.00

**Awarded date:** February 11, 1993  
**Expir/deliv date:** June 25, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79450-00800-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO  
**Awarded amount:** \$1,974.00

**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79500-83505-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO  
**Awarded amount:** \$17,766.00

**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79600-13068-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO  
**Awarded amount:** \$12,732.30  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79650-00654-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO  
**Awarded amount:** \$1,273.23  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** April 23, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79700-03922-01  
**Awarded to:** Flex-O-Lite Sales  
Corporation, St. Louis, MO

## Awards of State Contracts and Advertised Bids

**Awarded amount:** \$9,376.50  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79750-01260-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$8,093.40  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79800-04121-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$8,290.80  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** April 23, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Auto Repair/Maintenance Equipment, Specialized  
**Req.#:** 79000-33154-01  
**Awarded to:** American Tool Supply Company, St. Paul, MN  
**Awarded amount:** \$1,283.90  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 22, 1993  
**Shipped to:** Various Locations

**Item:** Lift, Hydraulic, Vehicle, Repair/Maintenance  
**Req.#:** 79000-32524-01  
**Awarded to:** Minnesota Lifts, Bloomington, MN  
**Awarded amount:** \$1,923.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 15, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79100-09364-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$11,251.80  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** April 23, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79150-00338-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$9,475.20  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** April 23, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79200-04656-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$14,410.20  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79200-04661-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$14,410.20  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79300-09342-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$8,389.50  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Beads, Glass, Reflective, Highway  
**Req.#:** 79350-01253-01  
**Awarded to:** Flex-O-Lite Sales Corporation, St. Louis, MO  
**Awarded amount:** \$14,015.40  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** April 23, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Contractor, Energy Management System  
**Req.#:** 27000-52649-01  
**Awarded to:** Pneumatic Controls, Plymouth, MN

**Awarded amount:** \$32,275.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** February 18, 1993  
**Shipped to:** Normandale Community College

**Item:** Box/Carton, Corrugated  
**Req.#:** 29003-04434-01  
**Awarded to:** Stone Container Corporation, St. Cloud, MN  
**Awarded amount:** \$17,216.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 12, 1993  
**Shipped to:** Various Locations

**Item:** Container, Trash, Commercial  
**Req.#:** 29001-25640-01  
**Awarded to:** Dakota Truck Equipment, West Fargo, ND  
**Awarded amount:** \$8,098.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** May 1, 1993  
**Shipped to:** Department of Natural Resources

**Item:** Meat  
**Req.#:** 78630-11095-01  
**Awarded to:** Professional Food Systems, South St. Paul, MN  
**Awarded amount:** \$5,507.95  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 3, 1993  
**Shipped to:** Minnesota Correctional Facility

**Item:** Meat  
**Req.#:** 78790-30731-01  
**Awarded to:** Quality Meats Seafood, West Fargo, ND  
**Awarded amount:** \$231,424.20  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 2, 1993  
**Shipped to:** Minnesota Correctional Facility—Faribault

**Item:** Gun, Firearm  
**Req.#:** 78830-11624-01  
**Awarded to:** Streicher Don Guns, Minneapolis, MN  
**Awarded amount:** \$651.90  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** February 23, 1993  
**Shipped to:** Minnesota Correctional Facility

## Awards of State Contracts and Advertised Bids

**Item:** Signal Equipment, Traffic Light  
**Req.#:** 79000-33099-01  
**Awarded to:** Diversified Business,  
Minneapolis, MN  
**Awarded amount:** \$18,347.50  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** February 28, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Converter, Electrical, Rotating  
**Req.#:** 79000-33274-01  
**Awarded to:** Newark Electric, Inc.,  
Roseville, MN  
**Awarded amount:** \$3,592.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 1, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Auto, (Contract)  
**Req.#:** 07020-42149-01  
**Awarded to:** Coon Rapids Chrysler,  
Coon Rapids, MN  
**Awarded amount:** \$9,068.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** May 4, 1993  
**Shipped to:** Department of Public Safety

**Item:** Auto, Used  
**Req.#:** 21605-02934-01  
**Awarded to:** 99 Minnesota State  
Administration Department, St. Paul,  
MN  
**Awarded amount:** \$2,375.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 4, 1993  
**Shipped to:** Various Locations

**Item:** Scanner/Optical Reader,  
Computer  
**Req.#:** 26070-14974-02  
**Awarded to:** Parker Associates,  
Wayzata, MN  
**Awarded amount:** \$1,078.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** February 15, 1993  
**Shipped to:** Bemidji State University

**Item:** Computer Accessories  
**Req.#:** 26073-24371-01  
**Awarded to:** Mac Connection, Marlow,  
NH  
**Awarded amount:** \$891.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** February 28, 1993  
**Shipped to:** St. Cloud State University

**Item:** Office Machines, Miscellaneous  
**Req.#:** 36073-24467-01  
**Awarded to:** Midwest Business  
Products, Minneapolis, MN  
**Awarded amount:** \$695.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 8, 1993  
**Shipped to:** St. Cloud State University

**Item:** Furniture, Office, Miscellaneous  
**Req.#:** 26073-24481-01  
**Awarded to:** American Hotel Register,  
Northbrook, IL  
**Awarded amount:** \$834.95  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 8, 1993  
**Shipped to:** St. Cloud State University

**Item:** Paper, Fine, Office  
**Req.#:** 26074-14852-01  
**Awarded to:** Xerox Corporation,  
Bloomington, MN  
**Awarded amount:** \$3,190.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 31, 1993  
**Shipped to:** Winona State University

**Item:** Auto, (Contract)  
**Req.#:** 27160-53855-01  
**Awarded to:** Superior Ford,  
Minneapolis, MN  
**Awarded amount:** \$12,780.00  
**Awarded date:** February 11, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Community College Board

**Item:** Software, Personal Computer  
**Req.#:** 67440-53516-01  
**Awarded to:** Unique Software  
Corporation, Eagan, MN  
**Awarded amount:** \$1,624.80  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 11, 1993  
**Shipped to:** Department of Revenue,  
Support

**Item:** Tableware  
**Req.#:** 78790-30744-01  
**Awarded to:** Hospitality Supply Rest, St.  
Paul, MN  
**Awarded amount:** \$2,641.45  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 10, 1993  
**Shipped to:** Minnesota Correctional  
Facility—Faribault

**Item:** Tableware  
**Req.#:** 78790-30746-01  
**Awarded to:** Hospitality Supply Rest, St.  
Paul, MN  
**Awarded amount:** \$1,080.40  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 1, 1993  
**Shipped to:** Minnesota Correctional  
Facility—Faribault

**Item:** Cabinet, Storage, Photographic  
Slides  
**Req.#:** 79000-32989-01  
**Awarded to:** Multiplex Display, St.  
Louis, MO  
**Awarded amount:** \$1,520.47  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 20, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Cable and Cord, Electronic  
**Req.#:** 79000-33144-01  
**Awarded to:** Communications  
Associates, Inc., Joliet, IL  
**Awarded amount:** \$4,280.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** April 1, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Drive, Disk or Tape, Computer  
**Req.#:** 79000-33126-01  
**Awarded to:** On Sync, Minneapolis,  
MN  
**Awarded amount:** \$52,400.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 6, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Preservatives/Sealing Compounds  
**Req.#:** 79600-13070-01  
**Awarded to:** Construction Materials,  
Inc., Minneapolis, MN  
**Awarded amount:** \$1,928.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 10, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Preservatives/Sealing Compounds  
**Req.#:** 79600-13071-01  
**Awarded to:** Construction Materials,  
Inc., Minneapolis, MN

## Awards of State Contracts and Advertised Bids

**Awarded amount:** \$3,054.40  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 10, 1993  
**Shipped to:** Minnesota Department of Transportation

**Item:** Stereo Equipment  
**Req.#:** 26073-24436-01  
**Awarded to:** Radio Shack, St. Cloud, MN  
**Awarded amount:** \$359.85  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 28, 1993  
**Shipped to:** St. Cloud State University

**Item:** Connector, Electronic  
**Req.#:** 26073-24435-01  
**Awarded to:** Newark Electric, Inc., Crystal, MN  
**Awarded amount:** \$785.28  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 28, 1993  
**Shipped to:** St. Cloud State University

**Item:** Computer, Personal  
**Req.#:** 26175-03298-01  
**Awarded to:** Computer Man, Marshall, MN  
**Awarded amount:** \$58,341.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 5, 1993  
**Shipped to:** Southwest State University

**Item:** Computer Equipment, Miscellaneous  
**Req.#:** 27151-93140-01  
**Awarded to:** PC Tailors, Roseville, MN  
**Awarded amount:** \$16,360.50  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 5, 1993  
**Shipped to:** Minneapolis Community College

**Item:** Snowmobile  
**Req.#:** 29003-04451-01  
**Awarded to:** Arctco, Inc., Thief River Falls, MN  
**Awarded amount:** \$796.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 11, 1993  
**Shipped to:** Department of Natural Resources Regional Headquarters

**Item:** Computer Equipment, Used  
**Req.#:** 55000-32424-01  
**Awarded to:** Galaxy Computer Services, St. Paul, MN

**Awarded amount:** \$9,175.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 19, 1993  
**Shipped to:** Department of Human Services

**Item:** Computer Equipment, Used  
**Req.#:** 55000-32423-01  
**Awarded to:** Universal Digital, Inc., Minnetonka, MN  
**Awarded amount:** \$19,700.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 17, 1993  
**Shipped to:** Department of Human Services

**Item:** Bar Code Reading Equipment  
**Req.#:** 55510-03019-01  
**Awarded to:** Dytec North, Inc., St. Paul, MN  
**Awarded amount:** \$1,454.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** March 1, 1993  
**Shipped to:** Ah Gwah Ching Nursing Home

**Item:** Modem, Data Communications  
**Req.#:** 99908-00436-01  
**Awarded to:** Ultratec, Inc., Madison, WI  
**Awarded amount:** \$1,344.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 22, 1993  
**Shipped to:** Intertechologies Group

**Item:** Printer, Computer  
**Req.#:** 26070-14972-01  
**Awarded to:** Elec Tech Group, Inc., St. Paul, MN  
**Awarded amount:** \$942.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 25, 1993  
**Shipped to:** Bemidji State University

**Item:** Scanner/Optical Reader, Computer  
**Req.#:** 26070-14974-01  
**Awarded to:** Mac Warehouse, South Norwalk, CT  
**Awarded amount:** \$1,139.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 15, 1993  
**Shipped to:** Bemidji State University

**Item:** Microscope  
**Req.#:** 26070-14969-01  
**Awarded to:** Leeds Precision Instrument, Minneapolis, MN  
**Awarded amount:** \$3,534.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 13, 1993  
**Shipped to:** Bemidji State University

**Item:** Compressor, Air  
**Req.#:** 26070-14970-01  
**Awarded to:** Humac Engineering and Equipment, Bloomington, MN  
**Awarded amount:** \$1,690.80  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 25, 1993  
**Shipped to:** Bemidji State University

**Item:** Medical/Surgical Supplies  
**Req.#:** 26073-24411-01  
**Awarded to:** Fitzharris Athletic, St. Cloud, MN  
**Awarded amount:** \$2,806.50  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 20, 1993  
**Shipped to:** St. Cloud State University

**Item:** Medical/Surgical Supplies  
**Req.#:** 26073-24411-02  
**Awarded to:** Stat Med, Inc., Eden Prairie, MN  
**Awarded amount:** \$618.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 19, 1993  
**Shipped to:** St. Cloud State University

**Item:** Audio/Video Equipment, Miscellaneous  
**Req.#:** 26073-24405-01  
**Awarded to:** Bradley Broadcast Sales, Gaithersburg, MD  
**Awarded amount:** \$482.00  
**Awarded date:** February 10, 1993  
**Expir/deliv date:** February 20, 1993  
**Shipped to:** St. Cloud State University

**Item:** Plants, Flower or Vegetable  
**Req.#:** 02307-34318-01  
**Awarded to:** South Cedar Greenhouses, Farmington, MN  
**Awarded amount:** \$5,761.86  
**Awarded date:** February 20, 1993  
**Expir/deliv date:** May 18, 1993  
**Shipped to:** Various Locations

## Awards of State Contracts and Advertised Bids

**Item:** Law Officer Equipment  
**Req.#:** 07400-41716-01  
**Awarded to:** Streicher Don Guns,  
Minneapolis, MN  
**Awarded amount:** \$4,548.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 31, 1993  
**Shipped to:** Department of Public Safety

**Item:** Auto Parts and Supplies,  
Miscellaneous  
**Req.#:** 07500-42127-01  
**Awarded to:** Maxrad, Inc., Hanover  
Park, IL  
**Awarded amount:** \$1,370.33  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 26, 1993  
**Shipped to:** Various Locations

**Item:** Drive, Disk or Tape, Computer  
**Req.#:** 12500-16027-01  
**Awarded to:** Parker Associates,  
Wayzata, MN  
**Awarded amount:** \$2,052.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 15, 1993  
**Shipped to:** Minnesota Department of  
Health

**Item:** Handicapped Device, Visual  
**Req.#:** 21200-53628-01  
**Awarded to:** Humanware, Inc., Loomis,  
CA  
**Awarded amount:** \$1,675.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 31, 1993  
**Shipped to:** Minnesota Department of  
Jobs and Training

**Item:** Handicapped Device, Visual  
**Req.#:** 21701-53790-01  
**Awarded to:** Henter Joyce, Inc., St.  
Petersburg, FL  
**Awarded amount:** \$1,730.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 31, 1993  
**Shipped to:** Minnesota Department of  
Jobs and Training

**Item:** Books and Pamphlets  
**Req.#:** 22400-00468-01  
**Awarded to:** Minnesota Motel  
Association, Burnsville, MN  
**Awarded amount:** \$24,750.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 26, 1993  
**Shipped to:** Various Locations

**Item:** Facsimile Machine, Plain Paper  
**Req.#:** 22200-01508-01  
**Awarded to:** Hey D C Company,  
Minneapolis, MN  
**Awarded amount:** \$2,905.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 26, 1993  
**Shipped to:** Trade and Economic  
Development

**Item:** Copy Machine, Medium Speed; 15  
to 50 CPM  
**Req.#:** 87626137-02150-02  
**Awarded to:** Copy Duplicating Products,  
Richfield, MN  
**Awarded amount:** \$6,156.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 22, 1993  
**Shipped to:** State University Board

**Item:** Musical Instruments, Reed  
**Req.#:** 26070-14967-01  
**Awarded to:** Woodwind and Brasswind,  
South Bend, IN  
**Awarded amount:** \$1,468.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 31, 1993  
**Shipped to:** Bemidji State University

**Item:** Musical Instruments, Reed  
**Req.#:** 26070-14968-01  
**Awarded to:** Woodwind and Brasswind,  
South Bend, IN  
**Awarded amount:** \$2,811.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 3, 1993  
**Shipped to:** Bemidji State University

**Item:** Computer, Personal  
**Req.#:** 26073-24372-01  
**Awarded to:** Gateway 2000, North Sioux  
City, SD  
**Awarded amount:** \$3,135.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 11, 1993  
**Shipped to:** St. Cloud State University

**Item:** Computer, Personal  
**Req.#:** 26073-24264-01  
**Awarded to:** PC Tailors, Roseville, MN  
**Awarded amount:** \$5,290.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 5, 1993  
**Shipped to:** St. Cloud State University

**Item:** Tool, Woodwork Machine  
**Req.#:** 26073-24419-01  
**Awarded to:** ACME Electric Motor,  
Inc., Grand Forks, ND  
**Awarded amount:** \$2,958.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 22, 1993  
**Shipped to:** St. Cloud State University

**Item:** Sports Supplies, Miscellaneous  
**Req.#:** 26073-24449-01  
**Awarded to:** Gopher Athletic Supply,  
Owatonna, MN  
**Awarded amount:** \$826.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 31, 1993  
**Shipped to:** St. Cloud State University

**Item:** Sawing Machine, Metalwork  
**Req.#:** 26073-24409-01  
**Awarded to:** American Welding  
Supplies, Inc., Willmar, MN  
**Awarded amount:** \$1,895.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 28, 1993  
**Shipped to:** St. Cloud State University

**Item:** Computer, Personal  
**Req.#:** 27150-50361-01  
**Awarded to:** Midwest Computer Depot,  
Inc., Hibbing, MN  
**Awarded amount:** \$2,345.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 20, 1993  
**Shipped to:** Mesabi Community College

**Item:** Trailer, Miscellaneous  
**Req.#:** 29003-04437-01  
**Awarded to:** Built Rite Trailers, Bovey,  
MN  
**Awarded amount:** \$649.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 15, 1993  
**Shipped to:** Department of Natural  
Resources Regional Headquarters

**Item:** Drive, Disk or Tape, Computer  
**Req.#:** 55000-32436-01  
**Awarded to:** Galaxy Computer Services,  
St. Paul, MN  
**Awarded amount:** \$2,325.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 19, 1993  
**Shipped to:** Department of Human  
Services

## Awards of State Contracts and Advertised Bids

---

---

**Item:** Truck, Forklift  
**Req.#:** 78630-11094-01  
**Awarded to:** Clarklift of Chicago North,  
Chicago, IL  
**Awarded amount:** \$4,850.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 1, 1993  
**Shipped to:** Minnesota Correctional  
Facility

**Item:** Office Device, Miscellaneous  
**Req.#:** 78830-11623-01  
**Awarded to:** Grainger W W, Inc., St.  
Paul, MN  
**Awarded amount:** \$251.98  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 26, 1993  
**Shipped to:** Minnesota Correctional  
Facility

**Item:** Meat  
**Req.#:** 78830-11613-02  
**Awarded to:** Granite City Meats, Sauk  
Rapids, MN  
**Awarded amount:** \$14,137.50  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 1, 1993  
**Shipped to:** Minnesota Correctional  
Facility

**Item:** Meat  
**Req.#:** 78830-11613-01  
**Awarded to:** Professional Food Systems,  
South St. Paul, MN  
**Awarded amount:** \$3,455.45  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 1, 1993  
**Shipped to:** Minnesota Correctional  
Facility

**Item:** Boilers, Industrial, Parts and  
Supplies  
**Req.#:** 78830-11621-01  
**Awarded to:** Power Process Equipment,  
Eden Prairie, MN  
**Awarded amount:** \$410.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** February 19, 1993  
**Shipped to:** Minnesota Correctional  
Facility

**Item:** Tool, Hand, Carpenters,  
Pneumatic Powered  
**Req.#:** 79000-33164-01  
**Awarded to:** American Tool Supply  
Company, St. Paul, MN  
**Awarded amount:** \$579.00  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 29, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Sawing Machine, Metalwork  
**Req.#:** 79000-32523-01  
**Awarded to:** Olson David Sales,  
Minneapolis, MN  
**Awarded amount:** \$5,356.80  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** April 15, 1993  
**Shipped to:** Minnesota Department of  
Transportation

**Item:** Safety Equipment, Miscellaneous  
**Req.#:** 79900-73508-01  
**Awarded to:** Continental Safety  
Equipment, Eagan, MN  
**Awarded amount:** \$3,480.85  
**Awarded date:** February 12, 1993  
**Expir/deliv date:** March 1, 1993  
**Shipped to:** Minnesota Department of  
Transportation

### Print Communication Division: Printing Contracts Awarded

**Item:** Posters  
**Req.#:** 27756  
**Awarded to:** Davidson Printing  
**Amount:** \$1201.00  
**Date awarded:** February 5  
**Deliver to:** Minnesota Community  
College System  
**Delivery date:** 6 w/days

# Minnesota's Bookstore

---

## Publications, Services, Subscriptions

### Order Form on Back—For Information, Call 297-3000

**1991 Minnesota Rules.** Eleven volume set includes 1992 Supplement as a subscription service. Stock #18-100, \$200 + tax (Minnesota residents only). Individual volumes can be purchased at \$20.00 + tax.

**1992 Minnesota Session Laws.** Two volume set includes laws passed during the 1992 session. Stock #18-12, \$30.00 + tax.

**101 Ways to Promote Academic Excellence.** A collection of nuts-and-bolts methods educators have successfully used to foster academic achievement. These are techniques that directly help students, can be replicated easily, are cost-effective, and that work in meeting the public education's great challenge: helping every single child learn. Code #5-1, \$4.50.

**1989 Pollution Control Laws.** Laws dealing with water pollution, disposal facilities, solid waste management, the Minnesota Environmental Rights Act, recycling, and more. Code #2-21, \$24.95.

**1992 Hazardous Waste Rules.** Governs the production, storage, transportation and disposal of hazardous waste. *Minnesota Rules* Chapter 7001, 7045 and 7046. Code #3-71, \$16.95.

**Real Estate Rules 1991.** Chapters 2800, 2805 and 2810 from the *Minnesota Rules. Essential* for both students and established brokers and salespersons. It contains all education and licensing requirements. Code #3-99, \$6.00.

**Police Report Writing Style Manual 1989.** A common framework for report writing throughout the state. Discusses the general purpose of police reports, reviews field notetaking, offers instructions on completing common report forms and introduces the Data Practices Law. Code #14-13, \$15.00.

### OTHER PUBLICATIONS

**Secrets of the Congdon Mansion.** A complex, intriguing murder case set in one of Minnesota's most spectacular mansions. Now a top Minnesota tourist attraction on Duluth's famous Lake Superior North Shore Drive. By Joe Kimball. Code #19-56, \$5.95.

**A Paddler's Guide to the Boundary Waters Canoe Area.** Advice on what to bring along on canoe trips, regulations, canoe tips and detailed information for self-guided tours. Includes detailed maps and descriptions of 31 wilderness canoe routes in the Superior National Forest of Northern Minnesota. Stock #19-17, \$4.95.

**Minnesota Geographic Names.** Names of places by the thousand plus interesting historical tidbits included in this 800+ page book. Minnesota history buffs—this is for you! Stock #17-13, \$12.95.

**Room at the Inn Minnesota.** The only guide to more than 60 historic Bed & Breakfast homes, hotels and country inns. Stock #19-72, \$9.95.

**Minnesota Manufacturer's Directory, 1992.** More than 7,000 entries listing name, address, phone, staff size, sales volume, market area, year of establishment, type of firm, CEO, sales or marketing and purchase managers, and four manufactured products. Stock #40-2, \$90.00.

**1992 Lake Map Index.** Listing over 4,000 lake maps. Free.

### SUBSCRIPTIONS:

**State Register.** Minnesota's official weekly publication for agency rules and notices, executive orders of the Governor, state contracts, Supreme Court Calendar, Supreme Court and Tax Court Decisions. Annual subscription: Monday edition only \$150.00; Monday and three State Register Contracts Supplements \$195; 13-week trial (includes all four editions) \$60.00.

**State Register Binder.** Durable 3½ inches, forest green binders imprinted with the *State Register* logo. \$10.00 + tax.

**Workers Compensation Decisions.** Volume 47. Selected landmark decisions of the Worker's Compensation Court of Appeals during the period July '92 through Dec. '92. The subscription rate for this volume is \$195.00.

### SERVICES:

**Mailing Lists.** Lists of Minnesota licensed professionals and permit holders. Write or call (612) 297-2552 for a free mailing list catalog which contains available lists, selections, formats, pricing and ordering information.

**American Flag.** Perfect for home or office. 3' x 5' with embroidered stars. Heavy nylon bunting. Code No. 6-1. \$21.00 + tax.

Department of  
Administration

## Print Communications Division

117 University Avenue • St. Paul, Minnesota 55155  
 Metro Area 612-297-3000 (FAX: 612-296-2265)  
 Toll free 1-800-657-3757  
 TDD (Minnesota Relay Service)  
 Metro Area (612) 297-5353 Greater MN 1-800-627-3529

Second Class  
 U.S. Postage  
 Paid  
 Permit No.  
 326630  
 St. Paul, MN

Please notify us of any address changes so that we can continue to give you our best service. Include your old mailing label to speed your service.

Legislative Reference Library  
 Zona DeWitt 7950  
 645 State Office Bldg  
 INTEROFFICE

### ATTENTION SUBSCRIBERS:

Before we propose any changes to the *State Register* and *Contracts Supplement* we would like to hear your opinion. Please copy this survey, fill it out and return it via mail, FAX: 612-297-8260 or call us at 612-297-7963. Comments welcomed. *Thank you!*

- |   | Yes                      | No                       | No Opinion               |
|---|--------------------------|--------------------------|--------------------------|
| 1. Have you been satisfied with the Monday <i>State Register</i> delivery?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. In December we began mailing the <i>Contracts Supplement</i> 3 times a week. Have you been satisfied with the <i>Contracts Supplement</i> delivery?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. We are considering offering the <i>Contracts Supplement</i> as a separate subscription. If we offered separate subscriptions, would you purchase:                                  |                          |                          |                          |
| The Monday <i>State Register</i> only?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The <i>Contracts Supplement</i> only?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Both the Monday <i>State Register</i> and <i>Contracts Supplement</i> ?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Please keep in mind that the Monday State Register would continue to include Professional, Technical and Consulting contract notices, and Non-State Bids and Public Contracts.</i> |                          |                          |                          |
| 4. If the <i>State Register</i> would be available electronically, would you prefer to receive it via   |                          |                          |                          |
| <input type="checkbox"/> fax <input type="checkbox"/> modem <input type="checkbox"/> microfiche <input type="checkbox"/> other _____  |                          |                          |                          |
| 5. If the <i>Contracts Supplement</i> would be available electronically, would you prefer to receive it via   |                          |                          |                          |
| <input type="checkbox"/> fax <input type="checkbox"/> modem <input type="checkbox"/> microfiche <input type="checkbox"/> other _____  |                          |                          |                          |
| 6. How much would you be willing to pay for electronic distribution?  |                          |                          |                          |
| <input type="checkbox"/> \$25 <input type="checkbox"/> \$11 - \$25 <input type="checkbox"/> Less than \$10 <input type="checkbox"/> not interested                                    |                          |                          |                          |